

**MINUTES**  
CAPITAL IMPROVEMENT PROGRAM SUBCOMMITTEE  
COUNTY BOARD ROOM – SECOND FLOOR, ONEIDA COUNTY COURTHOUSE  
Wednesday, January 19, 2022                      **TIME: 9:00 AM**

**Call to order and Chairperson’s announcements** – Chairman Fried called the meeting to order at 9:00 am in the County Board Room.

**Members Present:** Billy Fried, Steven Schreier, Scott Holewinski, Jason Rhodes, Tina Smigielski

**Approve agenda for today’s meeting (order of agenda items at Chairperson’s discretion) –**

**Motion/Second: Holewinski/Schreier** to approve today’s agenda as presented at the discretion of the Chair. All “Aye”; Motion carried.

**Public comment** – No comments

**Approve minutes of 10/19/2021 –**

**Motion/Second: Schreier/Fried** to approve the Minutes of the 10/19/2021 CIP Meeting as presented. All “Aye”; Motion carried.

**Departmental Updates on 2022 CIP Projects –**

**Discussion:** Finance Director Smigielski stated that it was hectic to consider the Capital Improvement Projects in the middle of the Budget process last year and the intent is to be more proactive through the year. Smigielski stated that some projects are often multi-year projects and we need regular updates regarding the status. Per Smigielski, this will allow us to keep better track of these projects. Fried stated that on a future agenda we will try to have a discussion regarding what our process as a committee should be, as sometimes projects exceed costs or changes in scope. Fried stated a process would allow the committee to update the County Board as some of the projects are fluid. Schreier stated he approves of this new approach. Per Schreier this would alleviate misunderstandings, other funding sources can be looked into and adjustments can be made. Holewinski questioned what funds are being used to fund CIP’s. Per Smigielski General Funds, ARPA funds and Highway funds are being used for CIP. Discussion ensued regarding relief funds. Smigielski stated that some of this is dictated by the US Treasury. Holewinski questioned if there was a list with what funds are assigned to each project. Smigielski stated that this is listed in the relief plan. Per Smigielski, those projects were not officially approved in the appropriation. Smigielski stated that the County Board never adopted the relief plan, until it is approved by Resolution to the County Board it should not be considered funded by relief dollars. Smigielski stated that the County Board put \$6.9 million in a relief fund, this is not allocated to any one project. Smigielski stated that each department would need to go to their department of jurisdiction and bring it to the County Board for approval. Fried stated that only three projects have been approved at this time; the chiller, positions for social services and CDGB consultant. Smigielski stated we should try to prevent the “whomever gets their project in first gets the money” approach as we do have three years to spend the money.

**Highway -**

**BRINE BUILDING** – Jeri Cooper stated that the Brine Building as of right now is 95% complete as far as the building structure is concerned. Cooper stated that the equipment to make the brine is housed in the back of the main shop. Cooper stated that moving the brine equipment would cause down time and due to it being winter we cannot afford the equipment to be unavailable. Per Cooper the Brine Building will not be completed until spring. Fried questioned the cost. Cooper stated that with the additional \$200,000 for 2022, it will be cutting it close. Per Cooper they are not sure of the cost to move the brine equipment at this time. Cooper stated that Alex had built a contingency in. Holewinski questioned if the \$707,211 included the contingency. Cooper confirmed it does. Smigielski questioned if we were still waiting on any insurance money. Cooper stated that the insurance company had already paid to replace the damage. Holewinski questioned if the insurance money was applied to any of the \$707,211 total cost. Cooper explained that was to just replace the damage and was used to pay to get the building back to where it was. Per Cooper the insurance company paid the contractor. Smigielski stated that the total cost would be over \$900,000 with what the county paid and what the insurance company paid. Fried questioned the continued increase of the cost when the original request was \$408,000. Cooper stated that they were planning on finishing the storage part at a later date but with the new contractor they found out it was cheaper to do it all at once. Holewinski stated that the costs have increased during COVID.

**CRACKSEAL TAR KETTLE** – Cooper stated the quote is \$105,900 and this is projected for 2022. Per Cooper, the funding is coming out of the Highway Equipment Fund. Smigielski explained that this will not come out of the General Fund.

**FUEL SYSTEM UPGRADE** – Cooper stated that this is ready to go, it was finished at the end of December. Cooper stated that training needs to be completed. Per Cooper, the vehicles and cards need to be programmed. Cooper stated the only additional cost will be the removal of the existing above-ground tanks, wiring, plumbing and checking for any contamination in the soil. Holewinski questioned the total cost of the project. Cooper stated that they are currently at \$363,000 but unsure of those additional costs. Smigielski questioned if the \$175,000 that is allocated to 2022 and was for software, training and removal of the old tanks. Cooper confirmed that it was for all three items. Discussion of the process of completion of this project. Schreier stated that this update was mandated by the state.

**HIGHWAY CONSTRUCTION** – Cooper stated that it is an ongoing process to get caught up on construction. Holewinski stated that the intent is to use \$1.5 Million in case a project goes over budget as \$1,755,796 is budgeted for this year. Discussion regarding the bid process. Smigielski questioned if the bids go to approval to the County Board. Per Cooper, this goes to the Highway Committee only. Fried stated that the Highway Committee is elected by the County Board and does not follow the same rules as a regular committee.

**PATROL TRUCK** – Cooper stated that the patrol trucks are put out for bids and no dealer would give a firm price or a firm date. Holewinski stated that all of the bids were open ended. Cooper stated all of the attachments for the trucks doubled in price from prior years. Cooper stated that we may get a vehicle in 2023 and 2024 due to these issues. Fried stated that we will keep the funding of \$600,000 in place as this may be short. Holewinski stated there may be an issue if we decide to hold off on purchasing, we need to think further ahead than just one year.

**SIGN TRUCK** – Cooper stated that the issue is that the prices were \$40,000 above the anticipated cost. Per Cooper we will not be receiving this truck until 2023. Cooper stated that the overage of \$40,000 will come out of the equipment fund.

**SKIDSTEER W/MILLING HEAD** – Cooper stated that the full will be coming out of their own department funds but is on hold at this time. Per Cooper it will be determined if there is enough in the fund to purchase this and that will be the determining factor at time of purchase. Holewinski stated that this piece of equipment does the job that a whole crew of guys brushing does.

#### Land Information

**LIDAR DATA** – Romportl stated that this is a two-year CIP project starting with this year. Romportl stated that \$100,000 is allocated to 2022, \$100,000 for 2023 and \$237,000 in federal aid will be received from United States Geological Service (USGS). Romportl stated that the expectation is to be able to remain within budget. Discussion regarding what kind of data will be collected with this project.

#### **REAL PROPERTY LISTING, TAX APPLICATION, PERMITTING, AND SANITARY HARDWARE/SOFTWARE**

**REPLACEMENT PROJECT.** – Romportl stated this is an ongoing project that was started in 2019. Per Romportl, the Real Property portion was started in 2020 and the tax bills are generated from here. Romportl stated that the permitting portion was anticipated to have started in 2021 but with COVID this was delayed. Per Romportl, the go live date is now anticipated for this Summer. Romportl stated at this time they are still within budget. Rhodes stated that the data is still being scrubbed and updated into the new format.

#### Forestry -

**ALMON PARK SHELTERS** – Fiene stated that the Almon park shelters are in very poor shape. Fiene stated that originally this was slated to be paid from the Parks Development account but is now to be funded through CDBG. Fiene stated there is a quote for \$60,000 back from 2020, it is expected to be higher at this time. Fiene stated that there now may be extra funds available from CDBG as some of the projects have dropped out. Smigielski confirmed that there have been some projects that are no longer pursuing funding. Holewinski asked if the \$60,000 is for both shelters. Fiene stated that this was for both but again it is from 2020. Fiene stated that the engineering costs are not eligible under the grant, this will come from the Parks Development account. Smigielski went over CDBG requirements and the potential to reallocate some of the funding that may no longer be requested. Smigielski stated that she will check on the contract. Fiene stated that with the building market it may be hard to find a contractor to complete this project timely. Smigielski stated they may approve an extension if we can bring back some bid documents, the current bid documents do not comply with the federal rules for CDBG.

**PURCHASE ENTERPRISE PARCEL** – Fiene stated this property is located in the town of Enterprise and was offered to the county by a private person that approached the County. Per Fiene it is 100% surrounded by County Forest and has no legal access to it. Fiene stated that the appraisal was for \$59,000. Per Fiene the application for Knowles/Nelson Grant funding was submitted to DNR in the Fall of 2021 and is anticipated to be approved. Fiene stated that this would

pay for 50% of the project cost. Fiene stated that once grant approval is received this will be brought back to committee to start the purchase process. Discussion regarding the anticipated funds from the grant and the Land Purchase account funds. Holewinski questioned if they intended to sell the other parcel before this was purchased. Fiene stated that could be done but that had not been a contingency. Fiene stated at this moment there is not a request from the General Fund. Per Fiene, if the highway Q parcel is not sold prior to purchase there may need to be a reimbursement process to the General Fund after the sale is complete. Fried stated that request should be processed through the committee if General Funds were to be requested. Fiene stated that maybe it was in the best interest to sell the highway Q parcel first. Discussion of past processes of purchasing and the use of the Knowles/Nelson Grant and rules.

**THREE LAKES CULVERTS** – Fiene stated this is on a snowmobile trail and is 100% DNR Grant money. Per Fiene the grant will be applied for in the spring of 2022. Fiene stated that based on Grant approval the project completion is anticipated for the fall of 2022. Discussion of potential unseen costs. Fiene stated that the grant will cover 100% of the cost.

### **Buildings & Grounds -**

**CAR PORT PH / ADRC** – Lindsey Kennedy stated that the bid process has been started and January 28, 2022 is the bid opening date. Per Kennedy, the funding for this project is coming from the General Fund and the project is budgeted for \$50,000. Kennedy stated that they do not foresee the bids will come in under the \$50,000 amount. Holewinski stated that after the bids come in a decision will need to be made to see if this project is to be completed. Fried stated this seems that this project may need to be scaled down, this is adding up to be more than what the initial intent was. Discussion regarding costs ensued. Smigielski stated that the ADRC may have some money that would be eligible for use. Fried stated that if this project goes above \$50,000 other funding sources need to be looked into.

**COURTHOUSE ELEVATOR UPGRADE** – Kennedy stated that the bid process has been started and the funding source for this project is the General Fund. Kennedy stated the budgeted amount is \$125,000 and the bid opening is set for February 08, 2022. Per Kennedy, this project is for the main elevator that goes to all 3 floors of the courthouse. Kennedy stated that flooring is not included, this is just for the mechanicals. Kennedy stated that the elevator will be out of service for 6 weeks. Per Kennedy, when this project is started some of the court hearings may need to be scheduled to the 1<sup>st</sup> floor hearing room. Discussion regarding processes for ADA compliance.

**DSS OFFICE REMODEL** – Kennedy stated that Social Services has set up a team regarding this project. Kennedy went over a few of the proposed items for this project. Fried stated that this was proposed initially as a smaller project, the project grew to a more ideal situation once it was determined that funding was available. Fried stated that as with other projects on our list, it may be good to have an alternate proposal if it gets too costly. Per Kennedy the estimated budget is \$110,000 with the funding source to be Relief funding. Kennedy stated that once a finalization of priority from the department is received this will be put out to bid. Kennedy discussed a few options that had been looked at. Fried stated that whatever they are asking for needs to be reviewed by the committee of jurisdiction. Discussion of the process of setting the scope of projects to determine need. Fried stated that the department needs to clarify the project and then have a list that is prioritized.

**LEC (Law Enforcement) CHILLER** – Kennedy stated that one bid in the amount of \$383,037 was received, the original request for this project was \$350,000 to be funded with Relief funds. Per Kennedy, the completion end date is set for December of 2022 but there can be an extension. Kennedy stated that we want to start this project as soon as possible as we do not want the jail to be without the Chiller for this summer. Per Kennedy the plan is to start early spring. Kennedy stated that this is a really big project. Discussion ensued regarding the water tower condition and possible replacement. Discussion regarding the approval by the County Board for the Chiller in the amount of \$387,037.

**LEC JAIL PLUMBING & ICON SYSTEM** – Kennedy stated this was budgeted for \$75,000 the source is Relief funding. Kennedy stated this project is to replace the urinals, toilets, sinks and shower controls with stainless steel fixtures in the dorm side of the jail. Per Kennedy, they are also adding an Icon electronics system for the dorm side, which is a stopper system for the water. Discussion of how the process of implementing this system would look with inmates still being housed in the jail. Kennedy stated that the estimated cost is now \$108,000 at this time. Holewinski questioned the amount in the Jail Assessment Fund and what that is allowed to be used for. Discussion regarding prioritizing. Fried advised to bring this back to the committee regarding prioritizing and the Jail Assessment Fund.

**LEC JAIL SECURITY GLASS REPLACEMENT** – Kennedy stated that this project was listed at \$219,000 and the funding source is Relief funds. Per Kennedy the bid opening date was set for February 8, 2022. Kennedy stated this is for the glass on dorm side of the jail. Kennedy stated that the original request was submitted by the Sheriff's Department but was transferred to Buildings and Grounds for project management.

**Information Technology / Finance –**

**ERP SYSTEM UPGRADE** – Smigielski stated the ERP is the financial system. Per Smigielski a request for proposal was completed and no responses were received. Smigielski stated that they then did a survey of other counties and three vendors rose to the top that both IT and Finance determined were workable. Smigielski stated demos were done with these vendors to narrow down the best options. Smigielski stated that she does not know how much this is going to cost at this time, they should know more by March. Rhodes stated that there will be additional costs to this as at this time some of this maintenance is done in house. Smigielski stated that there may be some efficiencies when this is implemented.

**INFRASTRUCTURE UPDATE** – Rhodes stated that stage four has not started yet. Per Rhodes, it is difficult to get hardware due to supply chain problems. Rhodes stated that at this time they are honoring the originally quoted prices so there has not been a change in cost.

CIP PROJECTS REQUESTED 2022				SOURCE OF FUNDING				
Project Name	Dept.	Fund	Line Item	Hwy Fd	Gen Fd	ARPA Funds	Other Funds	2022 Total
CAR PORT PH / ADRC	B&G	404	57143.699214		50,000			\$ 50,000
COURTHOUSE ELEVATOR UPGRADE	B&G	404	57143.699261		125,000			\$ 125,000
DSS OFFICE REMODEL	B&G	203	59111.521916			110,000		\$ 110,000
LEC CHILLER	B&G	203	59111.699225			350,000		\$ 350,000
LEC JAIL PLUMBING & ICON SYSTEM	B&G	203	59111.699225			75,000		\$ 75,000
ALMON PARK SHELTERS	FOR	101	55210.699262				60,000	\$ 60,000
PURCHASE ENTERPRISE PARCEL	FOR	101	51570.699101				60,000	\$ 60,000
THREE LAKES CULVERTS	FOR	101	55410.699281				55,000	\$ 55,000
BRINE BUILDING	HWY	710	53281.699102		200,000			\$ 200,000
CRACKSEAL TAR KETTLE	HWY	710	53281.699009	110,000				\$ 110,000
FUEL SYSTEM UPGRADE	HWY	710	53281.699102		175,000			\$ 175,000
HIGHWAY CONSTRUCTION ^	HWY	210	53302.699103	555,796	1,200,000			\$ 1,755,796
PATROL TRUCK ^	HWY	710	53281.699009		600,000			\$ 600,000
SIGN TRUCK	HWY	710	53281.699009		250,000			\$ 250,000
SKIDSTEER W/MILLING HEAD	HWY	710	53281.699009	120,000				\$ 120,000
ERP SYSTEM UPGRADE ^	ITS	203	59111.699070			600,000		\$ 600,000
INFRASTRUCTURE UPDATE	ITS	404	57141.699270		170,000			\$ 170,000
LIDAR DATA ** ^	LI	404	57141.699013		100,000			\$ 100,000
LEC JAIL SECURITY GLASS REPLACE ***	SRF	203	59111.699225			219,000		\$ 219,000
				<b>785,796</b>	<b>2,870,000</b>	<b>1,354,000</b>	<b>175,000</b>	<b>5,184,796</b>

**Dates and items for future agenda / meetings.**

**Next dates were set for Tuesday February 22<sup>nd</sup> at 1 p.m.**

**Adjournment.**

Chairman Fried adjourned the meeting at 11:23 a.m.

