

**Minutes**  
**JOINT CAPITAL IMPROVEMENT PROGRAM SUBCOMMITTEE/ADMINISTRATION COMMITTEE**  
**COUNTY BOARD ROOM – SECOND FLOOR – ONEIDA COUNTY COURTHOUSE**  
**Thursday, July 14, 2022**

**Call to order:** Chairman Fried called the meeting to order at 10:01 a.m.

**Committee members present:** Chairman Billy Fried, Supervisor Steven Schreier, Supervisor Scott Holewinski, Supervisor Bob Almekinder, Supervisor Ted Cushing.

**Approve agenda for today's meeting (order of agenda items at Chairperson's discretion):**

**Motion/Second: Schreier/Cushing** to approve today's agenda at the Chairperson's discretion. All "Aye"; Motion carried.

**Approve the minutes of June 29, 2022 meeting:**

**Motion/Second: Holewinski/Schreier** to approve the Minutes of the 6/29/2022 CIP Meeting as presented. All "Aye"; Motion carried.

**Election of Vice-Chair:**

**Chairman Fried opened nominations for Vice-Chair.**

**Nomination:** Supervisor Cushing nominated Supervisor Schreier.

**Supervisor Schreier was determined Vice-Chair by unanimous acclamation.**

**BROADBAND-OCEDC –** Jeff Verdoorn of the Economic Development Corporation stated that \$1.5 Million has been approved by the full County Board to go toward the broadband project. Verdoorn reported that if the project goes forward that this money will be spent toward that, if it is not approved the money reverts back. Verdoorn stated that there is no other broadband projects other than the one that is being presented. Per Verdoorn, if the bonding is not approved, the funds could be allocated to a different project. Fried noted that the Administration Committee is working on the bonding issue at this time and are intending to bring it to the full County Board and they will need to make a decision. Fried questioned the bonding and the match funds. Verdoorn stated that it is one project with three different funding sources. Verdoorn commented that if the bonding is not approved, the project does not go through. Fried explained that the money for this project is just set aside at this time, nothing has been expended yet.

**COMMUNITY INVESTMENT/MATCH-OCEDC –** Fried stated that \$675,000 was allocated to this project. Verdoorn explained that the criteria for these projects are a \$100,000 minimum. Verdoorn stated that it is difficult to find a small business to fit this criteria. Verdoorn went over a couple of projects that may meet the requirements, he stated that nothing has been expended in 2022 at this time. Verdoorn commented that the bike trail project could be done in this year for a cost of \$175,000. Verdoorn stated that this is an investment and there will be a return in tourism dollars. Finance Director Tina Smigielski stated that if we are cutting checks to third parties, there will need to be subrecipient agreements set. Discussion of criteria and restrictions of this funding. Smigielski stated that we cannot just cut a check, we need to make sure that they are following the same rules that we are required to follow. Holewinski suggested that this should be put on hold. Holewinski advised that there could be projects that are more important. Smigielski noted that the ARPA plan was not formally adopted by the County Board and is still in draft format. Per Smigielski in order for specific relief funding to be approved a resolution would have to go to the committee of jurisdiction, Administration Committee and then to the County Board. Discussion of projects, funding and the processes ensued.

**AUDIT FEES-FIN –** Smigielski stated that the US Treasury permits the use of some of the relief funds to pay for the cost of the additional audit requirements. Smigielski reported that this contract was approved by the County Board on May 17<sup>th</sup> in the amount of \$13,000. Smigielski explained that the expectation is to spend \$8,000 in 2022 and \$5,000 in 2023.

**DSS OFFICE REMODEL-B&G –** Assistant Facilities Director Lindsey Kennedy reported that \$110,000 was originally set aside for this project. Kennedy explained that the bids came in a bit higher. Kennedy stated that the amount was adjusted to \$118,440; this was approved by the committee of jurisdiction, Administration Committee and County Board. Kennedy stated that the project has been approved in the amount of \$118,440 and is slated to start this winter.

**CHILD PROTECTIVE SERV, STAFFING-DSS –** Fried stated this was in the 2022 budget, has already been approved by the County Board and has been funded.

**CONTINGENCY-FIN** – Smigielski stated that the contingency was set aside by the Funding Opportunities Committee in case something merited approval outside of the plan. Smigielski reported that at this time the CDBG consulting has been the only usage of the contingency to date.

**COURTHOUSE IMPROVEMENTS-B&G** – Kennedy stated part of this was the single point of entry and the HVAC. Kennedy reported that when the single point of entry was not approved, money was then moved to the jail glass replacement. Fried stated that these were for 2023 and not for the current year.

**ERP SYSTEM UPGRADE-FIN/ITS** – Smigielski noted that the County Board did approve this. Smigielski reported that \$600,000 was in the 2022 ARPA plan as well as the CIP for this, the County Board approved \$517,000. Smigielski anticipates the spending to be \$149,000 this year with the remainder to roll into 2023 and 2024. Smigielski stated that this is the accounting software.

**IT PROJECTS, STORAGE/NETWORKING-ITS** – Smigielski stated in August or September something will be brought forward to the Administration Committee. Smigielski explained that IT will be bringing several projects forward and the intent is that it will be a multi-year plan. Discussion regarding funding rules and processes ensued.

**LEC CHILLER-B&G** – Kennedy stated that the Chiller project was approved to be considered for ARPA funding. Kennedy noted that the original amount set aside was \$350,000. Kennedy reported that the project came in at \$383,037. Kennedy explained that this project was approved by the full County Board in that amount and the project is almost complete.

**LEC JAIL PLUMBING & ICON SYSTEM-B&G** – Kennedy reported that the Plumbing and Jail Icon System project was initially approved for 2022 ARPA funding in the amount of \$75,000. Kennedy explained that it came in higher. Smigielski stated that \$102,025 was approved by County Board. Discussion ensued regarding potential savings.

**LEC JAIL SECURITY GLASS REPLACE-B&G** – Kennedy stated that the Law Enforcement Center Security Glass Replacement project bid came in much lower at \$99,500. It was determined that the County Board approved \$109,450. Kennedy explained that this project is almost done.

**ONEIDA COUNTY FAIR** – Smigielski stated that this was declined. Holewinski stated that the fair was to be self-sufficient. Smigielski stated that a Fair representative has indicated via email that they will not be requesting this funding. Fried stated that there was discussion that they may be seeking this funding for the purchase of some property. Fried stated this email is not official and there is money in the allocation for non-profits. Fried advised that if there are interested parties from a non-profit they can come forward.

**Motion/Second: Fried/Holewinski** to take the fair funding and move it to contingency. All “Aye”; Motion passed.

**SUBSTANCE ABUSE MITIGATION-DSS** – Schreier stated that there has been an ongoing discussion regarding a Drug Treatment Court. Schreier reported that there will be a Resolution brought forward in August to establish a coordinating committee to discuss and develop a treatment court. Schreier explained that the first step would be to establish a committee. Schreier commented that this was set before the Opioid Settlement was set. Holewinski stated that approximately \$2 million in Opioid Funds may be received. Fried stated that at this time no money has been approved or expended.

**TOURIST ROOMING HOUSE PROGRAM-P&Z** – Holewinski stated that Planning and Zoning Committee went over this. Holewinski stated that this is a yearly operating expense and he was against using ARPA funding for operating expenses. Fried questioned that the County Board has authorized to spend up to \$100,000 already. Holewinski explained that this will probably be a yearly budgeted item starting in 2023. Fried stated that until something is brought forward to the County Board this amount would need to stay. Smigielski reported that there is a resolution authorizing this allocation. Discussion of how this item should proceed.

**VACCINE ADMIN & PROMOTION-PH** – Smigielski stated she spoke with Public Health Director Linda Conlon and she will be expending this in the next months. Smigielski reported that the opinion from the US Treasury is that this can be used for vaccines clinics in general, not just Covid Vaccines. Smigielski explained that as long as it is promoting public health this would be allowable. Discussion of using dual grant or funding sources.

**ALMON PARK SHELTERS-FORESTRY** – Forest Director Paul Fiene stated this is under the CDBG grant. Fiene explained that the \$60,000 was the original estimate for construction and \$7,000 for site prep and landscaping. Fiene reported that \$85,000 was allocated to the grant including consultation. Fiene stated that they were unaware that consultation fees would not be approvable through CDBG grant funding. Fiene reported that they were unaware that in this grant the project would be under the Davis-Bacon wage requirements. Fiene did not feel that many contractors in this area pays what Davis-Bacon requires. Fiene stated that this requirement will increase the costs significantly in addition to the increase in costs of lumber and asphalt. Fiene stated that the estimated costs are at \$100,000 for these two shelters. Fiene stated that if the bid numbers come in outrageously high, it may not be in the best interest to pursue this project. Fiene explained that this project would need to be completed by October 31 and he does not foresee this happening. Fiene stated that this may be rebid next year but not use CDBG funding as the regulations through CDBG are stringent. Fiene noted that this will be reassessed next year. Holewinski stated that some of these projects should be set on the back burner until the costs of supplies and materials go down. Fiene stated these shelters are being used regularly.

**PURCHASE ENTERPRISE PARCEL-FORESTRY** – Fiene stated this project is off the board. Fiene reported that the timeframe for the Knowles Nelson Stewardship Grant has passed. Per Fiene, this would have been out of the land account.

**THREE LAKES CULVERTS-FORESTRY** – Fiene stated that this project is culvert replacement on the snowmobile trails costing approximately \$55,000. Fiene reported that they do apply to the snowmobile program for grant funding. Fiene explained that if they are denied, they will resubmit to the DNR. Per Fiene, these have always been approved in the past.

**HIGHWAY CONSTRUCTION-HWY** – Highway Commissioner Alex Hegeman stated that \$1.2 million is from the General Fund and \$550,000 from the Highway Fund. Hegeman reported that contracts have been awarded and they are starting their first project today.

**SKIDSTEER W/MILLING HEAD-HWY** – Hegeman reported that this was bought paid for and delivered. Hegeman stated that it came in under budget.

**CRACKSEAL TAR KETTLE-HWY** – Hegeman stated that it was delivered and works great. Per Hegeman this also came in under budget. Hegeman explained that this purchase was under the Highway Equipment Fund.

**PATROL TRUCK-HWY** – Hegeman stated that the two patrol trucks were funded out of the General Fund. Hegeman reported that the cost came in at \$100,000 per vehicle more than original cost. Hegeman stated that in April this overage was asked for and approved from the General Fund. Hegeman stated that the vehicles have not yet been received. The chassis is scheduled to be delivered in spring of 2023, they would then need to go to the body builders to be built. Hegeman is hoping that they will be delivered in the fall of 2023.

**SIGN TRUCK-HWY** – Hegeman stated that this came in at a higher cost but this will be covered by the equipment fund. Per Hegeman, this is ordered and they are not asking for more money.

**BRINE BUILDING-HWY** – Per Hegeman, the building is complete and is being used. Hegeman reported that this project came in at \$708,000 total for this project. Hegeman explained that he is estimating another \$30,000 will be expended for the set-up. Hegeman noted that they are not asking for more funds at this time.

**FUEL SYSTEM UPGRADE-HWY** – Hegeman stated that the new fuel system was up and operational in March. Hegeman reported that Northwest Petroleum will remove the old system. Hegeman stated that this may come in under budget.

**LIDAR DATA-LI** – Land Information Director Sarah Chiamulera stated that this project is underway. Chiamulera explained that \$100,000 was requested for each year 2022 and 2023. Chiamulera noted that the project was joint with USGS and DOA. Chiamulera stated that this is a two-year project and the cost is split into two separate years.

**INFRASTRUCTURE UPDATE-ITS** – Fried questioned the funding. Smigielski stated they are working on this.

**SOLID WASTE FACILITY-SW** – Fried stated that this project is moving forward. Cushing stated that the footings are poured.

**CAR PORT PH/ADRC- B&G** – Kennedy stated that \$50,000 was allocated to this project. Kennedy reported that the two bids that were received were double the estimate. Kennedy explained that they decided to pull the project for 2022 and will revisit it in 2023. Kennedy reported that there may be an additional vehicle purchase at the Health Department which will change the scope of this project.

**COURTHOUSE ELEVATOR UPGRADE-B&G** – Kennedy stated that this was approved in the amount of \$125,000 and has come in under budget. Kennedy reported that this project will limit public access to the 2<sup>nd</sup> and 3<sup>rd</sup> floor when this is in process and there will be up to 6 weeks of down time.

**Public comment/communications:**

**Set next meeting date. – August 17<sup>th</sup> at 1pm and the 18<sup>th</sup> at 1pm.**

**Adjournment:**

Chairman Fried adjourned the meeting at 11:53 a.m.