

Minutes
CAPITAL IMPROVEMENT PROGRAM SUBCOMMITTEE
COUNTY BOARD ROOM – SECOND FLOOR, ONEIDA COUNTY COURTHOUSE
August 25, 2023

Call to order: Chairman Fried called the meeting to order at 9:00 a.m.

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

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

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

Approve Minutes of 3/30/2023:

Motion/Second: Schreier/Holewinski to approve the minutes of the March 30, 2023 meeting. All "Aye"; Motion carried.

Set dates of future meetings and items for future agenda/meetings:

Future meeting dates of 8/31/23 and 9/5/23 at 9 a.m. are set.

Review of 2023 Capital Improvement Program Projects: Smigielski stated that the purpose of this meeting is to update the status on CIP and ARPA projects for the current year. Smigielski reported that 2024 is the last year to expend the ARPA funds, if not spent the money goes back to the Federal Government. Discussion regarding rerouting money that does not get expended. Smigielski stated that to know by July of 2024 would be optimal to potentially still utilize those funds. Smigielski advised that a summary of the ARPA projects were included in the packet. Per Smigielski, approximately \$1.5 million in ARPA money is not programmed at all. Smigielski went over the fund balances. Discussion of the budget requests and the possible surplus or deficit as this is still a work in progress. Discussion regarding other funding that may open up. Discussion regarding shared revenue.

Solid Waste – Solid Waste Director Lisa Jolin did a summary of 2024 Solid Waste CIP projects.

- *Completed* – Trash Compactor Solid Waste Transfer Station – ARPA – Jolin stated that this is completed and working well.
- *Completed* – Solid Waste Quonset Repairs – ARPA – Jolin stated that this is also completed.
- Landfill Entry & Parking Lot – ARPA – Jolin reported that this should be completed by the end of September or early October.
- Trash Compactor & Truck – CIP – General Fund Loan – Jolin stated that the trash compactor is completed and they are no longer requesting the truck.
- Forklift – Solid Waste Funds – Jolin noted that they are no longer asking for the forklift.

Public Health – Public Health Director Linda Conlon went over the remaining funding and what was spent to date.

- Public Health Delivery of Services – ARPA – Conlon reported that the initial funding was \$58,000. Conlon reported expenditures on clinics and postcards. Conlon stated that an estimate of \$10,000 for facility updates will be completed in 2024. Discussion of the funding for clinic operations. Conlon stated that in the past there was not funding in her budget for postcards or facility updates. Conlon stated that this funding was used for things that was not in their budget.

Medical Examiner – Medical Examiner Crystal Schaub gave an overview of her projects.

- Medical Examiner Radios – ARPA – Schaub stated that \$22,000 was for radios and the tentative delivery date is October.
- Medical Examiner Replacement Vehicle – CIP General Fund Transfer – Schaub stated that \$50,000 was approved for a vehicle. Per Schaub, the estimate was \$51,000 for a truck. Schaub stated that the overage costs will come from her continuing appropriation for vehicles account.

Buildings and Grounds – Assistant Facilities Director Lindsey Kennedy went over each of the projects for Buildings and Grounds.

- Jail Dorm Pod Fire Suppression – ARPA – Kennedy stated this project is completed and came in under the budgeted amount.

- Courthouse Annexed Roof Replacement – ARPA – Kennedy reported that next Monday this project will be started. Kennedy went over the estimated contract amounts and advised that this could fluctuate based on what they find during construction.
- Courthouse HVAC Phase 1 – ARPA – Kennedy stated that they are waiting on the autofill tank so this is not completed yet. Kennedy explained they are estimating returning some funding but it has not yet been determined.
- Dept. Social Services Office Remodel – ARPA – Kennedy stated that there is some funding remaining on this project. Per Kennedy, the entryway door replacement should be delivered shortly.
- LEC Jail Plumbing & ICON Project – ARPA – Kennedy stated that they are waiting on some batteries.
- Courthouse HVAC Upgrade Phase II – ARPA – Kennedy stated that the project is not yet started until they no longer need the AC as they will need to shut down the AC to work on it.
- *Completed* - LEC Chiller – ARPA – Kennedy reported that this is completed
- *Completed* - LEC Jail Glass – ARPA – Kennedy reported that this is completed.
- LEC & ADRC/PH Facility Fire Panels – CIP – General Fund Transfer - Kennedy stated that they have switched vendors and the new vendor feels that they can fix what is currently in place. Kennedy explained that they will be able to get a couple more years with what is currently existing. Kennedy stated that this money will be returned. Discussion of rolling this forward to CIP 2026 projects as this is not a permanent fix.
- LEC Water Softener Installation – CIP – General Fund Transfer – Kennedy stated that this project is completed.
- LEC Dispatch & IT Service Room AC Upgrade – CIP – General Fund Transfer – Kennedy stated that this came in just under budget and is completed.

Information Technology – IT director Jason Rhodes gave an update on the IT project status.

- ITS Cybersecurity Programs & Projects – ARPA – Rhodes stated that this is a multiple year CIP and is looking to be fully expended in 2024. Rhodes went over the items that were updated.
- ERP Upgrade – ARPA – Rhodes stated that this is a joint program with Finance. Rhodes explained that this is an effort to get off of the AS400 and implement a new program. Discussion regarding ease of use.
- Polycom Video Court System Replacement – ARPA – Rhodes stated that they have contacted many vendors to reduce the costs. Rhodes stated that the current estimated costs for replacement is over \$200,000 and is hard to use. Rhodes stated they are trying to meet the needs of the new judge and also have ease of use. Rhodes explained that they are trying to patch the existing system and there are regular issues with the current equipment. Discussion of zoom as an option and how costs could work. Fried stated that either someone from the courts should attend to determine why they need this new system. Fried advised Rhodes to reach out to neighboring counties to see what they are using. Fried stated that maybe a separate meeting with the judges including IT to determine what is needed may be a better option.

Land Information – Fried stated these projects are ongoing and are in year two.

- Aerial Photography Imagery – CIP General Fund Transfer
- LiDAR (Elevation Data) – CIP General Fund Transfer & Grant Funds

Register of Deeds – Register of Deeds Kyle Franson gave a brief overview of his project.

- Back-indexing On-line Documents – ARPA – Franson stated that the back indexing was approved and is in progress. Franson stated he expects all funding to be expended.

OCEDC/Sheriff's Office – Jeff Verdoorn stated that this has been approved.

- Broadband Middle/End of Mile Expansion – ARPA – Verdoorn expects the money to be fully expended. Verdoorn went over other grant funding that Oneida County may be eligible for. Smigielski stated that \$100,000 was set aside and some of this is already expended. Smigielski stated that \$81,000 is remaining at this time. Smigielski went over the process of expenses being submitted.

Social Services – Social Services Director Mary Rideout gave an overview of her current projects.

- Children Services Support Worker – ARPA – Rideout stated there are two Children Services Support workers. Per Rideout, the second position is funded with ARPA funding. Rideout stated they are expecting this funding to be fully spent.
- Criminal Justice Coordinating Committee (CJCC) – ARPA – Rideout stated this is matched with the TAD (Treatment, Alternative and Diversion) Grant and once it is known what is needed for a match they will know what they need for CIP funding. Rideout stated that they are looking for options for substance abuse mitigation. Rideout stated that the benefit to this joint committee is that all members are at the table.

Planning & Zoning – Holewinski stated that is completed.

- *Completed* - Tourist Rooming House Enforcement

Highway – Highway Commissioner Alex Hegeman went over the current Highway projects.

- Backup Generator Installation – ARPA – Per Hegeman, the committee is still working through the process. Hegeman reported that the committee felt the estimates were outrageous at over \$400,000. Hegeman stated that they are looking at other options to keep the costs down and simplify the project. Hegeman stated that the engineers were paid out of the Highway Department budget.
- Patrol Truck Replacements – CIP – General Fund Loan – Hegeman stated that 2 years ago two trucks were approved, they were scheduled to be delivered April of this year. Hegeman reported that they will now be delivered April of next year. Hegeman stated that now they will be a newer year model and there will be an additional surcharge, so the costs will be higher. Smigielski stated that the 2022 funds were already transferred. Smigielski stated that the 2023 amount was to be a loan but there has not been a bill yet. Smigielski stated these were all out of the General Fund. Discussion regarding the size of the trucks.
- Highway Construction – CIP General Fund Transfer – Hegeman stated the transfer was \$1.2 Million, the same as the last few years. Hegeman reported that some highway construction has been completed. Per Hegeman, there is one project that has not yet started but should be completed by the end of September. Hegeman stated that the full funding is expected to be expended.
- 25 Ton Trailer – Highway Funds – Hegeman stated this was not purchased, it was determined that they had higher priorities
- Air Compressor – Highway Funds – Hegeman stated that this was ordered in December and delivered in July.
- Brush Chipper Purchase – Highway Funds – Hegeman reported that this was delivered in January.
- Mini Excavator – Highway Funds- Hegeman stated that this was not purchased due to limited funding and higher priorities.
- Tractor / Mower – Highway Funds – Hegeman explained that this was delivered in April.

Finance – Smigielski went over the projects for Finance.

- Single Audit Fees – ARPA – Smigielski stated that single audit fees are fees we pay to our external auditors. Smigielski explained that if you are subject to single audit this would need to be completed. Smigielski stated that we will need to audit the ARPA funding until the funds are fully expended.
- *Completed* - CDBG Grant Administration – ARPA – Smigielski reported that \$33,000 was expended and the rest were returned to the ARPA contingency. Smigielski explained that \$1.52 Million of ARPA has not been assigned, this was mostly the returned funds from the Bug Tussel project.

Discuss ClearGov ClearPlans Capital Budgeting Solution: Fried stated there is a handout that was distributed. Smigielski went over the Cloud-based software program for CIP's. Smigielski stated that this is one portal for all CIPs. Smigielski did a demo on what this would look like. Fried stated they are not looking for approval today. Smigielski noted that this would make things a little clearer. Smigielski explained how this would work and what some of the benefits would be. Fried stated this is just a tool that they are looking to consider. Smigielski went over costs and commented that this software interfaces with the civics system.

Motion/Second: Fried/Schreier to forward the ClearGov CIP request for consideration to the next CIP meeting.

All "Aye"; Motion carried.

Discussion: Smigielski stated that this should not come from the operating budgets of IT or Finance. She stated that this is a benefit to all of the departments. Smigielski stated that there is a disconnect and issues with the current CIP process. Schreier stated this would be a more real time view of what is going on and would help with long term planning.

Public comment/communication: None

Set dates of future meetings and items for future agenda/meetings:

Future meeting dates of 8/31/23 and 9/5/23 at 9 a.m. are set.

Adjournment:

Chairman Fried adjourned the meeting at 11:07 a.m.

