

**Minutes**  
**JOINT CAPITAL IMPROVEMENT PROGRAM SUBCOMMITTEE/ADMINISTRATION COMMITTEE**  
**COUNTY BOARD ROOM – SECOND FLOOR – ONEIDA COUNTY COURTHOUSE**  
**Thursday, August 25, 2022**

**Call to order:** Chairman Fried called the meeting to order at 10:00 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: Cushing/Schreier** to approve today's agenda at the Chairperson's discretion. All "Aye"; Motion carried.

**Approve the minutes of August 17, 2022 meeting:**

Fried stated that the August 17, 2022 meeting minutes approval will be presented at the next meeting.

**Department Funding Requests:**

- a. Vaccine Administration & Promotion – Public Health – Linda Conlon stated that the \$25,000 is just for 2023 and is to assist with staffing. Conlon discussed the option of having the committee determine how the \$150,000 was spent. Fried went over the reserving of funds. Fried stated that \$150,000 was set aside but this was never officially authorized by the County. Fried asked for clarification, questioning if the request was for \$150,000 to be set aside for future projects and your committee of jurisdiction would authorize the use. Conlon confirmed that, in addition \$25,000 for 2023, \$75,800 for 2022 for the vaccine administration, outreach, staffing, mobile unit and the lights for the Four Square building, with the remaining being unassigned. Discussion if the 2023 request in the amount of \$75,800 was formally approved. Smigielski stated that the Board of Health endorsed it to move to Administration Committee, but it has not been approved at this time. Discussion regarding how the approval of projects would look for the \$150,000. Conlon stated there are three projects involved in the request of the \$75,800 for 2022. Conlon reported that \$8000 is for COVID, flu and outreach efforts. Conlon noted that \$50,000 is a request for a mobile unit, breaking down to \$25,000 to purchase a mobile unit from the Sheriff's Office and \$25,000 to outfit and refurbish. The third is \$17800 for the community building at the Four Square Church for outdoor and indoor lighting. Conlon explained that this will help for use of the Four Square building at night, in the past spot lights had to be brought in when clinics were put on at the church. Conlon noted that the \$25,000 is an ask for 2023 and will be used for vaccine efforts mainly in staffing and outreach. Conlon explained that the vaccine funding through grant dollars is gone. Conlon reported that \$100,800 is the total for projects and the remaining \$50,000 is not slotted for a specific project. Discussion of the use and benefit of the mobile outreach unit. Discussion regarding modifying projects and the requested amount. Fried stated that the highest priorities seem to be the \$17800 for the church, \$25,000 for outreach in 2023, and \$8000 outreach in 2022. Fried stated the request is modified to the amount of \$50,800.

**General Fund Balances, review and discuss:** Smigielski discussed the unreserved amount in the General Fund at the end of 2021 was \$19.7 Million. Smigielski stated that we utilized \$3.5 Million of that for Capital Improvement Projects for 2022. Smigielski went over what was spent, projected surplusses and deficits. Smigielski reported that the estimated ending unrestricted balance is \$7.1 Million, this is minus the 33% reserved for operating costs. Smigielski explained continuing appropriations funds (tin cans) are funds set aside and are a committed fund balance. Smigielski stated that at the end of 2021 the county had approximately \$3 Million dollars in General Fund committed fund balances in continuing appropriations. Discussion regarding committed and unrestricted funds.

**Relief Fund Balances, review and discuss:** Smigielski stated that the total allocation to the county is \$6.9 Million to date. Smigielski stated there have been formal Resolutions to the County Board in the amount of \$4.2 Million. Smigielski stated that \$2.7 million in relief dollars have not been formally committed by the County Board. Fried asked for clarification that only the \$2.7 is available for these projects. Smigielski confirmed that it is. Smigielski explained that unless the County Board formally adopts a Resolution committing those funds, it is not considered committed to relief dollars. Discussion regarding prioritizing and the process for approval.

**ARPA Approval Process, review and discuss:** Fried stated that the process was that the ARPA requests went to the Administration Committee. Fried explained that the reasoning was for Finance and Corporation Counsel to determine if it complied with requirements. Fried states that the ARPA projects are now coming to this committee first to determine if there are other sources of funding. Fried stated that it is then sent back to the Administration Committee and forwarded on to the County Board in a Resolution form. Smigielski stated that this committee would make a recommendation, but once a contract is ready to be awarded it would need to come back to a committee for a resolution to be formally adopted. Smigielski noted that a formal Resolution is required by the US Treasury. Holewinski stated that the CIP committee was only formed to forward it to the Administration Committee. Holewinski explained that the Administration committee would do a resolution and then forward it to the full County Board. Fried stated that if this project is to change in scope or costs it would need to come back to this committee. Fried stated that unless the Administration Committee asks to reconsider a project, it should move to the County Board. Smigielski stated the process of funneling it through the Administration Committee also helps to make sure we do not overspend the funds.

**Highway and Solid Waste Loan Options, review and discuss:**

**Solid Waste** – Fried stated they are going to review the loan concept. Fried stated that for the Solid Waste department there was a baler and compactor that was outside of the equipment fund. Fried stated that this has changed from the original request. Jolin stated that these are items that the department has been looking at for the last three years. Jolin reported that there is an increase in volume of what is being processed, the department is projecting being over three to four thousand tons over previous years. Jolin stated that the twenty year old compactor is not going to sustain the current volume. Jolin went over the originally requested amount and what the bids came it at. Discussion of the processes at Solid Waste. Jolin stated that every other year the rates are adjusted. Jolin stated that they currently bale the comingle that comes in. Jolin stated that an option is to install a trash compactor instead of a baler, this will reduce labor and increase tonnage. Jolin is requesting a compactor in place of the baler. Fried stated that these requests were originally half ARPA request and half through a General Fund transfer or loan request. Smigielski explained how a loan works from the General Fund. Fried asked for clarification on ARPA funds in combination of a loan. Smigielski stated that doing this would complicate matters. Smigielski stated that these type of entities are run like a business. Smigielski stated that if they continue to be subsidized by tax dollars out of the General Fund, the question by the auditors would be is this really a business enterprise fund or a separate department. Smigielski noted that ideally your business type enterprises are self-supporting. Holewinski questioned the receipt of ARPA funds to a business enterprise. Smigielski stated that as a business enterprise it would be a donated asset. Smigielski stated that road construction is a transfer and the roads are depreciated as a general government asset. Holewinski questioned General Fund money being added to the Highway department for road construction. Smigielski stated this is shown as a transfer from the General Fund to the Highway Enterprise Fund every year. Smigielski stated that these roads are then depreciated as a general government asset. Fried stated we need to determine the funding source for this project. Smigielski stated that to use relief dollars you need to follow the rules. Smigielski noted additionally that there is a loan option where the loan is shorter than the life of the asset. Smigielski advised that if that route is taken it should be set up so there is the ability to have a surplus to save for future purchases. Discussion regarding a loan consolidating with the existing loan and a regular repayment schedule. Discussion regarding the options for payback of the loan. Fried clarified that this request should be done through a loan process, with the possibility of consolidating loans. Discussion regarding changing the roof project to a request from ARPA funds as opposed to from the equipment fund as was requested. Discussion that the General Fund loan request would need to go to Administration Committee. Jolin questioned the \$25,000 per year payment from Solid Waste to the General Fund. Fried stated that would be a conversation with the Administration Committee for budget hearings, not this committee. Fried clarified the funding sources for each project. Fried reviewed that Quonset Hut would be funded through ARPA, the compactors would look to be funded with a loan from the General Fund.

**Highway Department** – Fried stated that this is the same issue, they are a business. Fried we need to determine the process for the generator, the Patrol Truck and the service truck. Fried stated we are trying to come up with a strategy that will be long term. Smigielski stated that the Highway Department has a different depreciation schedule due to the Wisconsin Department of Transportation. Smigielski explained that the DOT determines the life expectancy of the asset so their loans would have to be shorter as they are depreciated sooner. Smigielski stated that the loan payment could be added to the billable rate. Smigielski noted that the generator meets the requirements for ARPA funding. Fried questioned the patrol trucks with the request being General Fund money of a Million dollars. Fried inquired if this should be a loan. Smigielski commented that going forward equipment costs should be looked more as a loan. Hegeman stated that if there is a loan for a Million dollars every year, this would not be sustainable. Fried agreed that a loan from the county also would not be sustainable. Discussion of what equipment makes money and what loses money. Fried stated that the patrol trucks should be a loan. Holewinski agreed that equipment should be a loan. Fried reviewed the funding

sources recommended. Fried stated that \$400,000 for the Generator remains as an ARPA request, \$1.2 for Highway Construction will be pulled from the General Fund and the one million for the Patrol Trucks be a General Fund loan.

*Break called at 11:47 a.m.*

*Return from break 11:55 a.m.*

**Determine CIP Projects and Funding for 2023 Budget:** Fried stated that there will need to be another committee meeting next week. Fried stated that an overview will be done regarding the requests, they then will be rated individually then brought back and rated as a committee. Fried said he split them out regarding funding sources, these will then need to be prioritized.

### **Buildings & Grounds:**

- ADRC/PH Facility Garage – It was determined to remove this project till the prices go down.
- County Facilities Sidewalk Repairs – Huber stated that they can get by another year as they are patching them, he will bring back for next year.
- Courthouse 3rd Floor Renovation – Phase I – Huber stated to remove this request.
- Courthouse Annex Roof Replacement – Huber stated they are looking at getting better pricing but will be looking at this in the future.
- Courthouse Flooring Replacement – Huber stated this will be handled with the continuing appropriation fund.
- Courthouse Garage Project – Huber requested to remove the project to see if they can get better pricing.
- Courthouse HVAC Upgrades – Phase I (Chiller Replacement) – Huber stated this is the number one project. Smigielski stated this qualifies for ARPA. Fried stated the ask is for either ARPA or CIP funding.
- Courthouse HVAC Upgrades – Phase II (Air Supply & Handling) – Huber stated that this is still a priority. Huber explained that water monitors were installed, they are older. Huber stated there has been issues with the piping at this time. Huber reported that this is a number two priority.
- Courthouse Windows Replacement – Huber stated that this will be a future request, to remove at this time.
- LEC and ADRC/PH Facilities Fire Panels Upgrade – Huber stated that this is still a priority.
- LEC Cooling Tower Replacement – Huber stated that they are going to repair the old one, they can make it last a little longer.
- LEC Dispatch and IT Server Room A/C Upgrade – Huber stated that this should remain as it was rated at number five.
- LEC Garage Floor Epoxy – Huber stated this was removed.
- LEC Kitchen Flooring Replacement – Huber stated to remove this as it can be repaired at this time.
- LEC Water Softener Installation – Huber stated this should remain.

## OCEDC

- Nicolet College Innovation Center – Fried stated that this was requested from ARPA funding but felt there are other higher priority items.
- Non-Profit Covid Relief – Wild Instincts – Fried stated this was requested from ARPA funds.
- Oneida County Broadband Expansion – Consulting Services – Fried stated this was \$100,000 requested from ARPA funding. Discussion regarding a contract for consulting and what they would do. Fried stated this would be needed if we decide to move forward.
- Oneida County Outdoor Trail Improvements – Fried stated this was also from the ARPA funding.

## Medical Examiner

- Morgue/ Transportation Project – Fried questioned whether this request was brought to the committee of jurisdiction. Schaub stated that originally this was brought to the committee of jurisdiction, when the project was \$100,000 and to apply for a FEMA grant. Fried questioned if Schaub then added the trucks, radios and the tough books. Schaub stated that the trucks are \$50,000 each. Fried stated that the Medical Examiner is contracted with two other counties. Fried questioned due to contracting with other counties. Fried questioned if this would also be a business enterprise. Smigielski stated that this is not a business enterprise, any deficit or surplus revenue flows to the General Fund. Holewinski inquired if Forest and Vilas would also be responsible for cost if they added a morgue. Schaub stated that per the contract they do not share liabilities. Smigielski stated that there is a contract and they get a flat rate. Schaub stated that the morgue would be used for all three counties. Holewinski questioned if this addition will incur additional income. Schaub stated no, as they are under contract. Per Schaub, the estimate is \$43,990 is the total cost of the morgue, mobile and portable radios are \$21,800 and the two trucks are \$100,000 with a total of \$165,790 requested. Fried stated that the continuing appropriation fund should be used for vehicles. Discussion regarding the need of new vehicles.

## Public Health

- Vaccine Administration & Promotion – Fried stated this was already addressed in the presentation from Conlon.

## Land Information

- Aerial Photography/Imagery – Fried stated this is a request of \$100,000 for either ARPA or CIP. Holewinski stated this should probably be a CIP. Discussion regarding a continuing appropriation account for this as it is an every five-year cost.
- LiDAR (Elevation Data) – Per Fried this was a request from the General Fund and is under contract.

## Sheriff

- Medical Rescue Services – Fried stated this was just an option. Smigielski stated that this could qualify but neither the Sheriff's Office, Finance or Corporation Counsel are recommending this. Smigielski stated this is permissible and just an option. Holewinski stated this should be removed. Unanimous agreement to remove as a project.

## Social Services

- Social Worker Position – Holewinski stated this is an operating cost and should be removed. Discussion that this was also a budgeted item for the department.

- Substance Abuse Mitigation – Smigielski stated that this could qualify for Opioid funding. Smigielski stated that this may be a potential match to state grant funding.

### **Info Tech Systems**

- Replacement of Polycom Video Conferencing in Court System – Fried questioned if this project could come out of the cyber security amount that was just allocated. Smigielski stated she is under the understanding that this is being replaced due to statutory requirements and that this is not a cyber security threat. Smigielski stated that this is mandated and has to be provided. Holewinski questioned the jail assessment money.

### **Highway**

- Backup Generator Installation – Fried stated that this is a \$400,000 request from ARPA funding and this will remain.
- Highway Construction, 2023 – 2025 Request – Fried stated this is a \$1.2 Million dollar request as a General Fund request.
- Patrol Trucks, 2023 – 2025 Request – Fried stated it was determined this will be a \$1 Million dollar loan from the General Fund.
- Service Truck – Fried stated this was removed from the list.
- 25 Ton Trailer – Holewinski stated the Highway Committee will be reviewing these purchases.
- Air Compressor – Holewinski stated the Highway Committee will be reviewing these purchases.
- Brush Chipper Purchase – Holewinski stated the Highway Committee will be reviewing these purchases.
- Mini Excavator – Holewinski stated the Highway Committee will be reviewing these purchases.
- Tractor / Mower – Holewinski stated the Highway Committee will be reviewing these purchases.

### **Solid Waste**

- Trash Compactor for Transfer Station – Fried stated that the two compactors were to be processed as a loan.
- Co-mingle baler in MRF Building – Discussion that this baler was to be replaced with a trash compactor, one is for waste and the other is for recycling.
- Forklift – This was not discussed.
- Quonset / Transfer Roof & Repairs - Funding sources was determined to be ARPA.

### **Land & Water**

- Field Data Collector – Remove as this can be met.

**Public comment/communications: None**

**Discuss and set next meeting date: September 29, 2022 at 10:00 a.m.**

**Adjournment:**

Chairman Fried adjourned the meeting at 12:53 p.m.

Respectfully submitted,  
Heidi Nehls  
Recording Secretary

DRAFT