

**CAPITAL IMPROVEMENT PROGRAM (CIP) SUBCOMMITTEE
SEPTEMBER 3, 2020
MINUTES**

Committee members present: Chairman Billy Fried, Supervisor Steven Schreier, Supervisor Jack Sorensen, Darcy Smith, Mike Romportl.

Call to order and Chairperson's announcements: Chairman Billy Fried called the meeting to order at 8:00 a.m. in the County Board Room, second floor 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/Second Sorensen/Schreier to approve today's agenda at the Chairman's discretion. All "Ayes"; Motion carried.

Approve minutes of September 1, 2020 meeting: Minutes not available.

Public comment: No Comment.

Highway Facilities:

a. Proposed and/or future upgrades to the current Highway Facility (cost, funding & other related issues) -

b. Construction of new Highway Facility (cost, funding & other related issues) -

c. County Board resolution re: hiring consultant for review of proposed/future upgrades vs. construction of a new County Highway Facility to determine which option is more fiscally sound (cost, funding & other related issues) -

Sorensen went over his view of an outside consultant and the need to determine to either build new or invest in the current facility. Sorensen stated that we need to make the most responsible decision as to how to proceed with the Highway Department and an outside consultant would be able to make that determination. Fried stated that he was under the impression that the county gave direction to the Highway Committee to improve the existing site moving forward. Discussion ensued regarding halting all projects at the Highway Department. Holewinski stated that the Brine Building contracts have already been signed and were budgeted for 2020. Holewinski went over the options that were presented in 2015 regarding the Highway Facility. Holewinski stated there were three options presented costing \$4,000,000, \$5,545,000 and \$10,750,00. Per Holewinski there was a Motion made in closed session to reject the offer by Kwik Trip with 10 to 9 vote and 2 absent making the determination to not sell this property. Holewinski went over the details of the vote and went over the past minutes documenting this that was determined 5 years ago. Holewinski read the proposed Resolution # 55 – 2015 that was brought forth by Jensen and seconded by Mott regarding the Kwik Trip offer to purchase the existing Highway Department site and building of a new Highway facility. Per Holewinski this proposed Resolution was postponed indefinitely with a vote of 16 Aye, 3 Nay and 2 Absent. Holewinski stated that since this decision, each year we have made improvements to the Highway Department Facility per the Bariantos study totaling \$1,337,666. Holewinski stated we need to move forward. Discussion ensued regarding the Bariantos study. Stefonek stated he used the Bariantos report to determine the updates and additions to the facility. Darcy Smith asked for clarification of the 5 year plan, discussion ensued. Sorensen reported that he had issues that the estimates and actual costs of these projects are differing. Sorensen stated this needs to be reviewed by an outside consultant. Holewinski stated the vote to make this determination was 5 years ago. Fried stated that the Highway Committee was elected by the County Board and we need to recognize the authority they were given. Jeff Verdoorn Interim Director of the Oneida County Economic Development Corporation stated he is looking from the standpoint of the CDB grant and there is an economic benefit to Oneida County in regards to the tax base, retail revenue and jobs if we were to be able to develop the site that the current Highway Department is currently on. There should be a study per Verdoorn to make a complete and accurate determination. Discussion ensued regarding concerns, Romportl expressed concern if there is enough space in regards to a

retention pond as there are water issues on this parcel of land. Romportl inquired if this site can accommodate the needs for this department with the additional buildings and changes in the next years. Schreier asked if our existing contracts would be in jeopardy if we are not fulfilling our contracts. Schreier asked if it would be possible Economic Development could do a study. Holewinski stated he does not think we can get out of contracts for the Fuel System and materials have been ordered for the Brine Building. Sorensen stated that he was not aware of contracts but that any issue can be reevaluated again even if it was voted on at prior meetings. Sorensen stated that with the costs continually changing there should be an outside entity making a determination without prejudice. There is not a signed contract for the Fuel System, only for the engineering of it per Stefonek. Discussion ensued regarding a potential independent study.

2021 Highway Capital Improvement Projects:

a. County Highway Road Construction – Fried stated \$1.2 million has been requested for road construction. Smith distributed a hand out of the levy and general fund money that was used for road construction for the last 14 years. Smith stated anything that is unspent in the Road Construction Budget can be carried forward to the next year. Smith discussed the annual average by year for the last 14 years, she stated there were some years where the General Fund was used. Fried stated that Budgets were requested to come in with a zero percent increase and costs have gone up. Discussion of the challenges of shifting and allocating funds. Holewinski went over the history of budget cuts and how that affected the Road Construction Budget. Discussion of what current road repair is needed and catching up. Discussion of trying to complete the roads all at one time versus a schedule of each year doing a little extra to eventually be caught up. Stefonek stated that this could be presented to his committee as options. Holewinski stated that they prioritize maintaining what they have and extending the life of the roads that they have. Stefonek discussed a handout for Continuing Appropriations for 2019 for the Highway Department that was distributed. Discussion of the Highway Department Continuing Appropriation accounts. Smith went over the Equipment Fund in the Highway Department budget, she stated that there is revenue that accumulates in a fund to purchase future equipment, discussion ensued.

b. Fuel System Upgrade – Per Smith this is an additional \$90,000 being added on to the CIP from last year. Smith stated it should be a 2020 CIP not a 2021 CIP because the funds were already approved. Smith reported that there was \$300,000 approved as a CIP from last year. Discussion that this should be brought to the County Board as a Resolution. Discussion of the engineering study and the changing costs of this project. Stefonek stated some of this will be put out for Bid so the costs are not set and there are also fluctuating costs of materials.

Motion/Second: Fried/Schreier to formulate a Resolution to be brought to the County Board to ask for the additional \$90,000 for the 2020 CIP project with moneys to come from the General Fund.

Discussion: Fried clarified that this is not eliminating the project. Discussion of the amount of money in the General Fund. Romportl asked for clarification that this was for the Fuel System. Fried stated that the Fuel System cannot happen without these additional moneys. Smith discussed the original CIP and the costs of the three options that were originally presented.

Roll Call Vote: 4 Aye, 1 Nay, Sorensen.

b. Brine and Storage Building – Per Fried this is a 2021 project that goes with the 2020 CIP. Per Stefonek there is potentially another \$180,000 with the addition of plumbing, electrical and heating estimates. Sorensen asked why this was all not included in the original proposal. Holewinski stated the original intent was just to put the structure up, the intent was not to finish it. Fried stated if this CIP is not approved this will not halt the original 2020 CIP, these are just additions they are requesting. Holewinski stated it's a lot cheaper to finish it now than to start over next year and finish it.

Review of General Fund Balance:

Smith went over handouts distributed regarding the General Fund analysis. Smith reported that \$8.9 Million is reserved, \$6.3 Million has been used for Capital Improvement Projects and \$376,000 was used for Operating Expenditures. Per Smith \$12,000 was returned to the General Fund for Capital Improvement Projects that came in under budget. Smith stated the estimated Excess Fund Balance is \$2,142,288 which does not take into consideration any shortfalls or returns to the General Fund for 2020. Per Smith a shortfall in Sales Tax was originally forecasted but she stated we will be at or above budget in Sales Tax based on the first 8 month history. Smith reported that the Forestry Revenue is expected to have a shortfall. Per Smith the Sales Tax and Prisoner Revenue will offset that shortage and provide more funds back to the General Fund. Smith stated not counting these excess funds there is currently 2.1 Million estimated in the General Fund available. Discussion ensued regarding what is allowable to be spent.

Review and evaluation of 2021 Capital Improvement Program (CIP) Project Requests:

Discussion of the handout distributed of the CIP rankings. Per Smith the total project costs for all CIP's are \$2,725,452. Smith clarified that \$2,355,452 will be the final number when taking into account the \$370,000 Department Fund Balance. Smith stated that the total of the proposed CIP's are \$200,000 higher than what is in the General Fund at this time. Discussion of potential changes affecting the amounts.

a. Project Ranking – Fried discussed staff rankings versus the ranking received for each project by the Committee members. Per Smith the rankings are similar. Discussion regarding some of the prioritizations of the rankings.

b. Project Prioritization – Discussion of changing the rankings. Smith stated we are \$213,000 short to complete all of these projects. Discussion of the correlation of the Squad cameras and the IT Infrastructure Storage Upgrade. Fried stated that once the projects are prioritized we will look at alternative funding, dropping or changing a project at that time. Fried discussed proposed changes to rankings, discussion ensued. Schreier questioned the process of budgeting for the purchase of the Loader for Solid Waste. Smith stated Solid Waste does have the funds in their budget to replace this, they will be funding it at 100%. Discussion of future planning of equipment replacement. Sorensen stated that we are currently ADA accessible and did not agree with changing the front of the courthouse. Fried moved the ranking of the Courthouse Stoop Removal project from a number 11 to a number 12 ranking level. Discussion of the New Scale and Office Building at the Solid Waste department and why it was not rated higher. Sorensen was not in agreement with reversing the rankings of items 13 and item 14 regarding Single Point of Entry and Courthouse ADA drop-off.

c. Project Funding – Fried stated if all of the projects were funded we would be short about \$200,000 in the General Fund based on Smiths data. Fried discussed options to reduce the gap; finding other funding sources, cutting a project or short-funding a project. Per Smith recommendations will be presented to the Administration Committee. Per Smith Administration Committee will then make a decision as to what will go to budget hearings.

Motion/Second: Fried/Schreier to Forward on to the Administration committee our prioritization of the 1-14 projects, noting that funding of these projects from the General Fund would be short by over \$200,000 and they may want to consider dropping a project, reducing funding, or find another funding mechanism for a project incorporated into the 2021 CIP requests.

Roll Call Vote: 4 Aye, 1 Nay, Sorensen

Motion: Adopted

Finalize 2021 CIP Projects for Administration Committee Consideration: Smith distributed a copy of the newly updated rankings of the 2021 CIP Projects.

Community Development Block Grant (CDBG) Close Program:

Jeff Verdoorn went over the Community Development Block Grant. Verdoorn stated that the only project he feels would be eligible would be the courthouse project due to the ADA component. Per Verdoorn if there is not approval for a project for the Grant the money will go back to the state. Verdoorn stated there is another project at Torpey Park that may be eligible. Discussion of the possibility of the Almon Park project qualifying. Per Verdoorn these funds are available to improve ADA compliance. Fried advised to give direction to Jeff Verdoorn to attend the Administration Committee meeting and present his information.

10:39 a.m. Recess called

10:45 a.m. Resume from Recess

Finalize 2021 5-Year Plan:

Smith went over the 5-Year plan of CIP Projects. Smith went over the costs and the prioritizations, she stated this will be presented to the Administration Committee.

Motion/Second: Fried/Schreier to forward the 5-year plan as presented noting that the Fuel System Upgrade will be taken out of the 2020 plan.

Roll Call Vote: 5 Aye

Motion: Adopted

Public comment/communications: No Comment

Set dates of future meetings (September 4th) and items for future agenda/meetings: This was left as open, will need to meet to approve minutes. Will wait for direction of the Administration Committee to see if another meeting needs to be set.

Adjournment:

Chairman Fried adjourned at 10:50 a.m.

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