

**Minutes**  
**CAPITAL IMPROVEMENT PROGRAM SUBCOMMITTEE**  
**FIRST FLOOR CONFERENCE ROOM - ONEIDA COUNTY COURTHOUSE**  
**September 13, 2023**

**Call to order:** Chairman Fried called the meeting to order at 12:33 p.m. in the First Floor Conference Room of the Oneida County Courthouse. The meeting was relocated to the First Floor Conference Room due to construction noise in the Oneida County Board Room.

**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.

**Public Comment:** None

**Motion/Second: Schreier/Cushing** to approve the Minutes of 8/31/2023 and 9/5/2023. All "Aye"; Motion carried.

**Revisit possible debt financing for highway projects:**

Fried stated that we will come to an agreement on which projects we will be forwarding to the Administration Committee to be considered for the 2024 Budget. Fried noted that there are many funding sources available. Discussion regarding a potential wheel tax. Almekinder stated that this would just penalize the residents and not the people who are visiting and are using the Counties services. Discussion regarding bonding for projects. Holewinski stated that he has always been against borrowing, it will cost more in the long run. Fried noted that the General Fund is being depleted and we need to have a strategy for this. Fried stated that we need to determine if the committee wants to pass the bonding option to the Administration Committee or not. Discussion regarding potential projects to bond for. Fried stated the \$1.2 Million for the patrol trucks will be designated as a General Fund loan. Fried stated that the \$77,000 request from Highway for Federal Projects is above the \$1.2 for construction. Smigielski stated that if we commit to this it is a commitment to the full \$1,092,000 request. Smigielski explained that if the project does not get completed the costs would need to be paid back to the Feds, so this would be a commitment for the next 3 years. Fried stated that the requests from the Highway from the General Fund is over \$ 2.4 million, for trucks and construction. Fried stated that the committee should look at all of the 2024 projects and identify how much funding we have.

**Finalize projects and funding options to include in the CIP 2024:**

Fried stated that there was a handout in the packets with the requests and the ratings of importance.

- Discussion regarding the proposed phone system. IT Director Jason Rhodes stated that they need to do an RFP and discussed potential costs. Fried noted that we need a new system because the old one is obsolete.
- Discussion regarding the need for the paperless system; it was determined to leave it out but to revisit it at a later date.
- Fried commented that the Forestry dump truck request was rated as a high priority.
- Fried stated that the culverts with federal funding attached is a high priority. Holewinski noted that this is attached to grants.
- Fried stated that the Public Health carpet replacement was rated as a medium. Huber reported that it will take a while for bids. The original carpet from when the facility was built is currently in the building.
- Discussion regarding the flooring in the jail kitchen. Huber feels that epoxy would be a considerably lower cost. Discussion regarding combining the carpet and jail flooring projects. Discussion regarding the jail assessment fund.

**Motion/Second: Fried/Schreier** combine the flooring and carpeting projects for Buildings and Grounds in the amount of \$100,000 out of the General Fund for the 2024 budget and include it in the presentation to the Administration Committee. All "Aye"; Motion passes.

- Fried stated that the garages should be bid out. Fried feels that this should be moved forward budgeted at a lower cost. Holewinski stated that this should be bid in the spring when there is not as much construction going on. Almekinder advised that if this was presented as a steel building it would knock the costs way down. Discussion regarding reducing the cost.
- Fried stated that the sidewalk repair is a highly rated item. Kennedy reported that the sidewalk for the courthouse and LEC were combined in this project. Kennedy stated that there will be some reimbursement from the City as they will be paying for the front of the courthouse due to the current construction.
- Fried stated the Cleargov plan was rated low to medium, it was determined to remove the project.
- Fried reported that the Foreman pickup trucks are out of the Highway Equipment fund and will remain.
- Fried stated that the stacking conveyer is also funded with the Highway Equipment Fund and remains.
- Fried stated that the next request is a General Fund transfer for 2024 patrol trucks for the Highway Department. Fried feels that the biggest struggle is the increase in costs for patrol trucks and construction. Discussion regarding funding sources and options. Holewinski stated that we cannot bail them out every time, the equipment fund needs to be paying for this. Hegeman noted that out of the 23 trucks in the fleet 15 are fully depreciated and there are only 8 trucks being depreciated. Almekinder stated that when the trucks are over 25 years old, you spend thousands of dollars every year fixing them. Fried clarified that some of these issues we are dealing with right now are problems from the past and there is currently a new strategy in place. Fried stated that Highway has an aging fleet and we are trying to correct that. Smigielski explained that using the equipment fund to purchase the patrol trucks does not make sense, there just is not enough money in the equipment fund. Smigielski stated that a loan makes more sense. Discussion regarding a loan versus a General Fund transfer. It was determined that the \$1.2 million for patrol trucks will be redesignated as a General Fund Loan.
- Fried stated that there is a request for an additional \$77,000 for Federal projects. Smigielski stated that if we commit to the \$77,000 that really is a commitment to the full \$1,092,000 spread out over 2024, 2025 and 2026. Smigielski explained that if you pay for the preliminary engineering and decide not to go through with the project, the county would need to pay the Feds back their part. Hegeman stated there are signed agreements with the DOT and there are five projects. Smigielski explained how the funding for Federal projects work. Smigielski stated that the project is worth over \$6 million and this 20% portion is the match. Fried stated that this is 80% Federal Funding, why not take advantage of this funding. It was determined to commit the full amount out of the General Fund.
- The annual Highway request of \$1.2 Million from the General Fund was approved.
- Discussion regarding account balances.
- Fried stated that the additional highway construction request is \$400,000 from ARPA funding, as the \$1.2 is not enough to keep up with the schedule they need to be on. Hegeman stated that the extra funding will help keep the department on their road replacement schedule.
- The 2023 patrol trucks are changed from a loan to be ARPA funded.
- The HIPAA project was revised to \$25,000. Fried reported that we are waiting on a firmer number. Fried stated that we should delay and see what is left of ARPA funds. Smigielski explained that there has to be a contract and the project is formally committed by December 31, 2024 and spent by 2026. Discussion regarding the ARPA process.
- Fried stated we should do the same for the Oneida County Tourism project. Fried reminded the committee that this was rated as low. Discussion regarding possible duplication. It was the consensus to remove the project.

**Continue discussion of CIP and ARPA project requests:**

Discussion of revisiting the remaining ARPA funds and having a meeting in February to determine what is unspent. Fried stated all of the requests of 2024 have been reviewed. Fried advised that the HIPAA and paperless projects can be set to the side to look at when it is determined how much ARPA funding is available in 2024. Smigielski read the list back for the 2024 CIP plan. Smigielski stated that the total cost of projects in the CIP plan at this time is \$5,549,533.

**Outline projects and funding options to recommend (but subject to change) for CIP 2025 and 2026:**

Fried stated that the requests are listed on the spreadsheet but are subject to change. Smigielski wanted clarification if the 2025 and 2026 projects should be included in the final plan. It was determined that the future projects should be listed but they are just not committed. Discussion regarding any project removals.

**Direct Finance Director to prepare CIP and Relief plans for Administration Committee consideration:**

**Motion/Second: Fried/Holewinski** to direct the Finance Director to compile a CIP and Relief plan and forward to the Administration Committee listing the approved projects and funding sources for those projects. All "Aye"; Motion passes.

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

It was determined that the next meeting be set for late February or early March.

**Adjournment:**

Chairman Fried adjourned the meeting at 1:56 p.m.