

MINUTES
CAPITAL IMPROVEMENT PROGRAM SUBCOMMITTEE
COUNTY BOARD ROOM – SECOND FLOOR, ONEIDA COUNTY COURTHOUSE
SEPTEMBER 24, 2021

Committee members present: Supervisor Steven Schreier, Supervisor Scott Holewinski, Jason Rhodes, Tina Smigielski

Call to order: Supervisor Schreier called the meeting to order at 8:33 a.m.

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

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

Approve minutes of October 20, 2020 meeting.

It was determined that none of the attending member attended the October 20, 2020 meeting, so no motion to approve the minutes of October 20, 2020.

Public comment: No public comment.

Capital Improvement Program Projects by Department:

Highway - 2021 Project updates

Highway Construction – Highway Commissioner Alex Hegeman stated that approximately \$1.4 Million was spent from the 2021 CIP.

Skidsteer with Mulching Head – Per Hegeman this was purchased earlier this summer.

Brine Building – Hegeman stated that the funding for the brine building was approved. Per Hegeman, there is a new contractor and the project should be completed this year. Hegeman stated that the cost of materials has increased significantly. Smigielski stated that the amount requested for 2022 was an additional \$200,000 to complete the Brine Building for a total estimated cost of over \$700,000. Holewinski stated that cost for the initial build was underestimated in addition to material costs now increasing.

2022-2025 Project Requests

Highway Construction – Hegeman stated that the ask is for \$1.2 million dollars. Per Hegeman there are 172 miles of County Highway, the plan is for the department to be on a 25-year replacement schedule. Hegeman stated that to stay on track with that schedule the department will need to reconstruct approximately 7 miles of road per year. Per Hegeman, the cost is approximately \$230,000 - \$250,000 per mile to reconstruct. Holewinski went over the construction and maintenance budgets. Hegeman stated that these are pretty fluid and money goes back and forth depending on need. Smigielski questioned the PACER rating and what that means. Hegeman stated that a rating of ten would be a new road all the way down to a one depending on road condition. Hegeman stated we are trying to take care of the roads that are rated with a low number. Schreier asked if the use of the road is taken into consideration. Hegeman stated that the PACER rating takes into consideration pavement and shoulder condition only but not usage. Per Hegeman when the determination is made to replace the road, usage is taken into consideration. Holewinski stated we were on a 55 year replacement schedule, so at this point we have to catch up for how far behind we are. Schreier stated that he does not think we are budgeting enough for this. Hegeman stated that the state maintenance contract has been the same for about 6 years; General Transportation Aid for our County roads may be increasing. Holewinski stated that costs have increased and the state aids are not keeping up with this. Discussion of future possible grants and funding sources.

Patrol Truck – Hegeman stated they are looking at purchasing two quad-axel patrol trucks with attachments. Per Hegeman they have purchased three quad-axel trucks in the last three years, they work great but are expensive at \$287,000 per truck as opposed to a single axel at approximately \$87,000. Hegeman stated that the Equipment Fund budget is \$350,000 per year so this would deplete the fund. Hegeman stated there are twenty-four trucks total in the fleet, fourteen are over ten years old and three of those trucks in the fleet are over twenty years old. Per Hegeman, the quad axel trucks allow for brine tanks to be added and can be used year round versus the single axle trucks. Smigielski asked if the

proposal is two trucks per year over three years for a total of six trucks in a three-year period. Hegeman stated that is the plan. Smigielski asked about the replacement schedule, discussed ensued regarding replacement processes. Holewinski stated the equipment fund has not been adequate. Holewinski stated that there used to be summer trucks and winter plow trucks that were used only part of the year. Per Holewinski the quad axel trucks are used all year, it is cheaper to have just one truck.

Sign Truck – Hegeman stated the Department has a 1996 trailer that is in rough shape and has a broken axel. Per Hegeman, this piece of equipment is used year round and on a daily basis. Hegeman stated that the proposal is an all-inclusive truck for approximately \$250,000 versus a trailer.

Brine Building - Hegeman stated that request for the brine building is \$200,000 to complete the project. Smigielski asked if we are recouping any funds from the insurance company or the vendor. Hegeman stated that there should be some reimbursal from the insurance company. Discussion ensued regarding what potentially would be reimbursed.

Fuel System Upgrade – Hegeman stated that this is a facility upgrade and is mandated by the state. Per Hegeman a CIP was approved last year; there have been delays in getting materials and there are now cost increases due to that. Hegeman stated they are asking for an additional \$175,000 to complete this CIP. Per Hegeman, there is a signed contract and this is underway. Hegeman stated that the deadline for completion was 2020 but due to COVID there was an extension. Hegeman reported that the tank was ordered last February or March and the estimated arrival time is October. Per Hegeman, if it is delayed further it is expected that there will be an additional deadline extension.

Skidsteer with Milling Head – Per Hegeman the request is to purchase a replacement Skidsteer, the current Milling head is wore out. Hegeman stated that it is at the end of its life and replacing it would make the process more efficient.

Crackseal Tar Kettle - Hegeman stated that current Tar Kettle was purchased in 2014 and is the end of its useful life. Per Hegeman in the last two years, there has been a lot of maintenance on this and it is no longer reliable. Discussion of cost and trade-in value of the old one.

Rhineland Facility Upgrades – Hegeman stated there are several upgrades that are being looked at and the intent is for this to be a future request. Smigielski stated that the requested source of funding should be the Highway Fund and the normal budget. Hegeman stated that this will be a future request and new estimates will be completed at that time.

Sheriff - 2021 Project Updates

Squad Car Video Cameras – Sheriff's Office Chief Deputy Dan Hess stated that this project has been completed.

2022-2025 Project Requests

Jail Security Glass Replace – Per Hess the side of the jail that was used for Huber and is currently used for State Inmates is not security glass, this is safety glass. Per Hess due to this being safety glass, it has been shattered by inmates in the past. Hess stated that the Sherriff's Department is losing the state inmates. Hess stated it is time to replace the safety glass with security glass when the State Inmates are gone. Hess stated that it is a safety concern and when we get the inmates back this would then be completed. Holewinski asked how many times it has been broke. Hess stated it has been broken at least once or twice at the cost of approximately \$4000 per window. Discussion of a quote and availability of materials to complete this project.

LERMS Upgrade – Hess stated this a Records Management System and the request is for the year 2025 or 2026. Hess stated that the costs for this project would probably fluctuate as this is still several years out. Discussion ensued regarding the funding of the project.

Health Department - 2022-2025 Project Requests

Public Health/ADRC Carport – Health Department Director Linda Conlon stated that they have three vehicles and they may be purchasing a trailer for mobile vaccine clinics. Conlon stated the carport is to protect the cars from potential vandalism and from the weather. Discussion ensued regarding the potential location. Huber stated that the carport would help with plowing but a garage with doors would actually be better. Per Huber, it would be more secure and help with storage. Discussion of the cost for the carport. Huber stated that a few years back it was priced out at approximately \$32,000 with a slab and four doors for a garage. Holewinski expressed concern that this project may increase in costs.

Accessible and Inclusive Parks – Conlon stated this project was also submitted to ARPA funding. Conlon stated that most parks are in the city or townships but the whole community utilizes them. Per Conlon, they are not as accessible to people with mobility needs and there is a need for ADA compliance. Conlon stated that at least one park in our community should be all inclusive regarding playground equipment, walkways, etc. Discussion of ongoing costs and maintenance as opposed to a one-time investment. Conlon stated we should have a park that is fully accessible versus just one swing or just one pathway. Discussion of parks, possible partnerships and different funding sources.

Biking and Walking Trails – Per Conlon there are no connecting trails, she stated there is a benefit to the community to have good biking and walking trails. Discussion of funding sources, partnerships and ongoing maintenance. Holewinski stated that this should be part of Forestry, not CIP.

Buildings and Grounds - 2021 Project updates

Courthouse Rooftop A/C Replacement – Per Assistant Facilities Director Lindsey Kennedy the rooftop unit is being placed today. Per Kennedy, the total budget for the project was \$145,000. Kennedy stated they would be over budget by about \$499.67 dollars. Per Kennedy a \$1545 Focus on Energy Grant will be received once the project is completed, which will then make them back under budget.

2022-2025 Project Requests

Law Enforcement Center Chiller – Huber stated the current unit is 21 years old and new parts are no longer available. Per Huber this unit keeps the AC running at Sheriff's Office, this project is needed to retain the state inmates. Huber stated that when the Law Enforcement Center was built there was not an access point made to be able to access this. Huber stated that an opening would need to be made to do this project; this is also eligible for the Focus on Energy Grant.

Courthouse Single Point of Entry – It was determined that this was tabled at County board, no discussion.

Law Enforcement Center Garage Floor Epoxy – Huber stated that the flooring is 21 years old, the Epoxy will level the floor back out. Per Huber, replacement cost is much more expensive. Huber stated this would allow for the floor to be cleaned as all of the oil and dirt is soaking in. Holewinski questioned the need to Epoxy and what the benefit was. Huber stated it would reduce the dust and dirt. Smigielski stated that this was rated as a low priority. Discussion regarding the need.

Courthouse Elevator Upgrade – Huber stated that this project is for the main elevator, it is almost 30 years old. Per Huber, this project is just an upgrade for the controls. Huber stated that if we lose use of the elevator we lose ADA compliance to the second and third floor. Discussion ensued regarding past CIP's concerning the elevator. Discussion of how unused CIP funding is distributed and continuing appropriation funds.

DSS Office Remodel – Huber stated that due to the removal of unneeded file cabinets, there is more open office space. Per Huber, this project would be to create four small offices in that open area and creating a visitation room that is closer to the restrooms. Per Smigielski, this should fit the criteria for ARPA funds.

Courthouse Third Floor Renovation Phase 1 – Huber stated that this is the first part of a request to remodel the third floor including Probate, a hearing room and public bathrooms. Per Huber, the \$100,000 is for a study to determine what is allowed and what is the need. Huber stated there are bathrooms currently in Probate but there are no public bathrooms on the third floor. Discussion regarding the need for the project.

Law Enforcement Center Jail Plumbing and Icon System – Huber stated that this is the water saving valves so the inmates can't jam them. Per Facilities Director Troy Huber this is on the Huber side of the jail, it locks the valves for an hour so flooding does not occur. Kennedy stated that this can be over ridden by the corrections officers. Huber stated that this is an investment in the savings of water and heating costs.

Courthouse Air Supply and Handling – Huber stated that they are dated but not something that needs to be done right away. Per Huber these are the units on the top of the courthouse and should be done in conjunction with the 3rd floor renovation if and when that is approved. Huber stated this could last a long time as is.

Courthouse 3rd Floor Renovation Phase 2 – Kennedy stated that Phase 2 is the actual project and Phase 1 was the study.

Courthouse Annex Roof Replace – Huber stated this is currently a rubber roof with rock that is almost 30 years old. Per Huber the roof is shrinking and leaking in spots due to deterioration. Rhodes stated that water from the roof has leaked into the basement offices.

Courthouse Window Replace – Huber stated that the old part of the courthouse would need to meet historic criteria. Per Huber and Smigielski, water is coming through the windows. Huber stated there would be energy efficiencies in completing this project. Holewinski stated that he would prefer to do two separate CIP's with the old part of the building and new part being separate, he stated the annex is newer windows. Holewinski asked if there were any grants available. Discussion ensued regarding potential grants.

Recess called at 11:11 a.m.

Return from recess at 11:16 a.m

Land Information - 2020 Project Updates

Real Property Tax Permit Project – Land Information Director Mike Romportl stated the Real Property and Tax Application part of this project has been completed and the Permit portion was postponed. Per Romportl the intent is to be completed by March 2022.

2022-2025 Project Requests

LIDAR (Light Detection and Ranging) Data – Romportl stated that this is a new proposal. Per Romportl a grant request will be submitted in order to fund updated LIDAR in Wisconsin. Romportl stated that the Feds will fund \$237,000 and the County would pay approximately \$200,000. Romportl stated that LIDAR is the collections of points on the ground done by aerial sensors and lasers. Per Romportl the LIDAR data is used to create maps and it is more cost effective to collect data in this manner. Romportl stated that this project is to start in 2022 with 2023 being the second half. Per Romportl, this is part of a six county proposal to the United States Geological Survey. Romportl stated that Oneida and Vilas paired together in the 2013 LIDAR project as it was more cost effective, with the intent to do so again. Romportl stated he needs a tentative approval to pursue the grant, Vilas has already committed to their portion of this project. Romportl stated that the proposed approval letter can be subject to the approval of the County Board. Discussion ensued regarding flood-plane maps.

Aerial Photography – Romportl stated that this is proposed for the year 2025. Romportl stated that many offices use this resource.

Forestry - 2021 Project Updates

Almon Park Shelters – Account Technician Tanya Tischendorf stated \$60,000 was approved in 2021 to replace two shelters by the beach area. Per Tischendorf the projects were recently determined as potentially eligible for CDBG grant funding, they have since been approved for 2022.

2022-2025 Project Requests

Almon Park Shelters – Per Tischendorf this project will now be eligible for CDBG grant funding and is set for completion in 2022.

Purchase Enterprise Parcel – Tischendorf stated that a land owner came to the Forestry Department proposing a purchase of a parcel of land that is surrounded by County Forest. Per Tischendorf the Forestry Committee has directed an appraisal of this property. Discussion of funding for the purchase and potential purchase price.

Three Lakes Culverts – Tischendorf stated that this project is under the Snowmobile Recreation Program and would be dependant on the funding and approval of 2022 grant funds. Tischendorf explained that this project is the replacement of two culverts in a wetland on a snowmobile trail.

Information Technology Services (ITS) - 2021 Project Updates

Server/Storage Update – Rhodes stated that the last of the server/storages have been ordered and this CIP is almost completed.

Infrastructure Update – Rhodes stated that the equipment has been received.

2022-2025 Project Requests

ERP System Upgrade – Smigielski stated the Enterprise Resource Planning System would be utilized county wide. Per Smigielski this system would allow for departments to be enter their own accounts payable, show real time budgets and would improve internal controls. Smigielski stated that this will

reduce errors and time as at this time vouchers and time cards are done at the department level and then re-entered at Finance. Discussion ensued regarding the systems function, cost and potential efficiencies.

Server/Storage Upgrade – Rhodes stated they are replacing the old outdated hardware with updated servers and operating systems. Rhodes stated that IT is trying to add this upgrade to this year's IT budget, if approved within the budget this request would go away. Per Rhodes, if it is not approved within the budget it needs to be listed as a CIP. Rhodes stated that more storage is being used to archive data. Rhodes stated that at some point this was removed from the budget and listed as a CIP, per Rhodes this should be put back into the budget as an operating expense. Holewinski stated this should be funded but put back into the regular budget as this is operating expense, not a CIP.

Infrastructure Upgrade – Rhodes stated that this should be the last of the equipment upgrades.

Solid Waste - 2021 Project Updates

PVC Roof Baler Building - Holewinski stated that the demolition site was held up so the cash flow has ended, they are going to hold off on these projects. Holewinski stated that these projects need to be self-funded and at this time the cash flow is not there.

Loader - Holewinski stated that the demolition site was held up so the cash flow has ended; they are going to hold off on these projects.

2022-2025 Project Requests

Scale/Office Building - Holewinski stated this will be requested in 2023.

Hook Truck - Holewinski stated this will be requested in 2023.

Discussion: Smigielski went over a handout and discussion ensued regarding the fund balance. Smigielski went over what the target end balance should be; this should not go lower than 25% of our expenses. Per Smigielski, the most we should consider transferring out is \$ 2.9 million per year from the general fund surplus. Smigielski discussed different options for budgeting. Discussion of budgeting and how this will affect departments and fund balances. Smigielski stated that at the next CIP meeting the list will be gone over and ranked, the grant moneys would be listed on each project as an offset.

Dates and items for future agenda/meetings:

Next meeting date set for September 27th, 2021 at 9 a.m.

Adjournment:

Supervisor Schreier adjourned the meeting at 12:33 p.m.

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