

**Minutes**  
**CAPITAL IMPROVEMENT PROGRAM SUBCOMMITTEE**  
**County Board Room – SECOND FLOOR - ONEIDA COUNTY COURTHOUSE**  
**September 27, 2021**

**Committee Members Present:** Chairman Billy Fried, Supervisor Steven Schreier, Supervisor Scott Holewinski, Jason Rhodes, Tina Smigielski,

**Call To Order:** Chairman Fried called the meeting to order at 9:03 a.m.

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

**Motion/Second:** Schreier /Holewinski approve today's agenda at the Chairperson's discretion. All "Ayes"; Motion carried.

**Public comment:** No public comment

**Determine CIP Projects Recommended For 2022 Budget:** Finance Director Smigielski went over the sorting sheet that was created based on the amount requested and the funding sources.

COURTHOUSE ELEVATOR UPGRADE B&G \$ 125,000

LEC GARAGE FLOOR EPOXY B&G \$ 138,000 – Remove and referred back to department to research.

FUEL SYSTEM UPGRADE HWY \$ 175,000

BRINE BUILDING HWY \$ 200,000

PATROL TRUCK HWY \$ 600,000

HIGHWAY CONSTRUCTION HWY \$ 1,755,796

INFRASTRUCTURE UPDATE ITS \$ 170,000

SERVER/STORAGE UPDATE ITS \$ 180,000 – Remove and move to IT Budget.

LIDAR DATA LI \$ 100,000

CAR PORT PH / ADRC PH \$ 50,000

BIKING & WALKING TRAILS PH \$ 100,000 – Remove for further research.

ACCESSIBLE & INCLUSIVE PARKS PH \$ 200,000 – Remove for further research.

JAIL SECURITY GLASS REPLACE SRF \$ 219,000 – Remove and move to ARPA funding.

SIGN TRUCK HWY \$ 250,000

SKIDSTEER W/MILLING HEAD HWY \$ 120,000

CRACKSEAL TAR KETTLE HWY \$ 110,000

LEC CHILLER B&G \$ 350,000

LEC JAIL PLUMBING & ICON SYSTEM B&G \$ 75,000

DSS OFFICE REMODEL B&G \$ 110,000

ERP SYSTEM UPGRADE ITS \$ 600,000

ALMON PARK SHELTERS FOR \$ 60,000

PURCHASE ENTERPRISE PARCEL FOR \$ 60,000

THREE LAKES CULVERTS FOR \$ 55,000

**\$2,870,000 for a total with adjustments.**

**Discussion:** Per Fried there is a total of \$5,802,796 in proposed 2022 projects with \$3,707,009 from the General Fund. Smigielski stated that her recommendation was that only \$2.9 Million maximum be allocated from the General Fund for CIP projects. Per Smigielski if that recommendation is followed then \$807,000 in projects need to either be eliminated or completed in a different year. Discussion ensued regarding projects that could be moved or eliminated.

**Discussion on Accessible Parks and Biking Trails Project:** Holewinski stated that the Forestry Department was not approached regarding the Accessible Parks and Biking Trails project, he stated this should not even be a CIP project until all funding sources have been looked at. Schreier stated that the Accessible Parks and Biking Trails projects should be brought through the Forestry Department. Schreier stated that this could possibly be paid through ARPA funding, a township or the City of Rhinelander but not through the CIP process.

**Motion/Second: Holewinski/Fried** to pull both the Health Department CIP requests of Biking and Walking Trails and Accessible and Inclusive Parks for further research on funding mechanisms and to coordinate with the City of Rhinelander and the towns. All "Aye", Motion carried.

**Discussion on Floor Epoxy for Law Enforcement Center:** Holewinski stated that there is no need to do the whole garage in Epoxy Flooring. Per Holewinski the salt over the years has chipped the surface, so there may be a need where the mechanics area is. Holewinski stated that Buildings and Grounds needs to research alternatives. Per Holewinski Epoxy

Flooring does not need to be done on the whole floor. Holewinski stated this should be moved to the 2023 Budget and Buildings and Grounds should do more research in alternatives and submit it to the CIP committee. Holewinski stated he spoke with Hess from the Sheriff's Office and he was ok with this proposed change.

**Motion/Second: Holewinski/Smigielski** to move the Law Enforcement Center Epoxy Flooring project from the 2022 CIP project list to the 2023 CIP project list and to instruct the Buildings and Grounds Committee to research alternatives to fix the floor. All "Aye", Motion carried.

**Discussion on Floor Epoxy for Law Enforcement Center:** Discussion regarding cutting the project and having it brought forward after research is completed.

**Motion/Second: Holewinski/Smigielski** to amend the above motion to strike "to the 2023 CIP project list". All "Aye", Motion carried.

**Discussion on Server/Storage Update for IT:** Holewinski asked about the Server Storage Update and why this was moved from an operating expense to a CIP project. Rhodes stated that it is listed in both places this year but it is not funded in both. Rhodes stated that this should be put in the 2022 Operating Budget and they will then be able to remove it from the 2022 CIP project list. Smigielski stated that it is funded with General Fund dollars either way.

**Motion/Second: Holewinski/Smigielski** to eliminate the Server Storage Update listed on the 2022 CIP project list and move it to the IT Operating Budget. All "Aye", Motion carried.

**Discussion on Patrol Truck for Highway Department:** Discussion on the trade in amounts projected for the old Sign Truck and Patrol Truck. Hegeman stated that ideally they should be replacing one Patrol Truck per year. Holewinski stated there are 17 routes at the Highway Department with 17 trucks valued at approximately \$300,000 per truck. Per Holewinski the equipment budget is \$350,000 per year, it would take 17 years with that equipment budget to replace all of the trucks. Holewinski stated that with the governmental purchasing discount and the resale value on the trade when we sell it would be enough to buy a new truck. Discussion of timelines to replace trucks and funding sources.

**Discussion Single Point of Entry:** Smigielski stated that Single Point of Entry has been eliminated but is still listed in the ARPA plan, so potentially one of these projects could move out of the General Fund and into ARPA plan. Smigielski stated that \$200,000 was set aside in the ARPA plan for Single Point of Entry, these would now be unassigned funds. Discussion of what projects could potentially be eligible, it was determined that the Jail Glass had potential for ARPA funding.

**Discussion on Fuel System Upgrade for Highway Department:** Fried asked about clarification on the fuel system upgrade, inquiring if it was an additional request. Hegeman stated that this was a project that was originally budgeted for with the understanding that they would need additional funding. Hegeman stated there is an increase of costs now and there are delays with getting the materials to complete this project. Billy asked for Hegeman to go over the Brine Building project. Hegeman stated this is additional money to complete this project. Billy stated that in the past the Highway Department has underperformed, it should be generating more revenue. Hegeman stated that we charge the state based on the set equipment rates set by the state. Hegeman stated we are at a break even and we need to make a profit. Per Hegeman with depreciation and trucks that are older than 10 years the repairs are inflated and the billing rate reduced. Hegeman went over trade in values and warranties for repairs. Hegeman stated that ideally there should be 20 trucks, in the winter all trucks are on the road. Hegeman went over accounts stating that the repairs are eating up the revenues due to the trucks being old. Hegeman stated that the Routine Maintenance Agreement with the state has not increased in the last 5 years but truck prices and wages are going up. Hegeman stated that the benefit to the newer trucks is that they are quad axel trucks and are able to be used year round, a single axel truck is not as efficient or multifunctional. Discussion ensued regarding state funds, purchasing options and billing. Schreier stated we need to budget for this, there are a few items on the CIP list that need additional discussion and should be either moved to a different funding source or removed all together. Discussion of a potential partnership with the City of Rhinelander in the future regarding brine. Discussion ensued regarding the benefits and costs savings of brine versus salt. Holewinski stated that the quad axel trucks can easily be converted to a brine truck. Smigielski stated that the highway department should be self-sufficient, they are able to generate revenues. Discussion of future plans for equipment and revenues.

**Discussion on Jail Security Glass Replacement for Sheriff's Office:** Schreier stated that the security glass in the jail has been there since the building was constructed. Schreier stated it makes more sense to replace this as it breaks as opposed to all at one time. Schreier stated if this is done as a full replacement, this should be funded through ARPA funds. Holewinski stated that the state inmates are in one pod and the Huber is in another pod, this glass has been broken. Per Holewinski when the jail was built, they did not know there were two different types of glass. Holewinski stated that if the glass falls into the category for ARPA that this should be done to balance the General Fund. Holewinski stated that the

project is cheaper if it is done as one project versus a window at a time. Rhodes stated that the replacement may need to be done to retain the state inmates. Smigielski stated that if we do this project right now we may be over spending for this project due to the current costs of materials. Discussion of the timeline of spending for the ARPA funds.

**Motion/Second: Fried/Schreier** to move the Jail Security Glass Replacement from the 2022 CIP funding to the ARPA funding.

**Discussion on Jail Security Glass Replacement for Sheriff's Office:** Holewinski stated that the glass project should not be designated to year 2022, but further out. Per Holewinski the cost of materials will go down and the project will cost less in future years. Discussion ensued regarding allocating this project to a specific year.

**Roll Call Vote:** 3 Aye, Fried, Rhodes, Smigielski; 2 Nay, Schreier, Holewinski

**Motion:** Adopted

**Discussion on the Carport for Health Department:** Schreier stated that we need a better estimate, the committee needs real numbers. Smigielski stated that when committees of jurisdiction are making a decision to add vehicles to our fleet there are costs that are involved. Smigielski stated this did not come from Buildings and Grounds and feels a little rushed. Discussion of how the request came about, the vetting of this project and a firmer number. Schreier stated that grants should be looked into, this has not come up at the ADRC committee. Fried stated that this was not arbitrary, this has been discussed before at committee level. Discussion that this should be a Buildings and Grounds project request.

**Motion/Second: Smigielski/Holewinski** to move the carport project from a Public Health project to a Buildings and Grounds project request. All "Aye", Motion passes.

**Discussion on the Carport for Health Department:** Schreier stated that there are possibly trust fund money through the ADRC that might be a good fit with the Carport project. Per Schreier there needs to be more discussion regarding this structure and what it will be housing.

**Discussion:** Fried did a brief overview of projects and amounts requested. Per Fried with the adjustments the total 2022 CIP request is now \$2,870,000 with the reduced projects. Holewinski stated this does not include any excess money from the 2021 Budget.

**Motion/Second: Holewinski/Schreier** to support the 2022 CIP summary that was presented and forward it on to the Administration committee. All "Aye", Motion approved.

**Discussion:** Schreier stated that someone should reach out to departments to discuss the determinations made today. Smigielski stated that she would reach out to committees to give an update on what was determined. Schreier stated that we should also be reaching out to other community members to see if there is an ability to collaborate and discuss available funding sources. Discussion of what the motion included, it was determined that it would include the shifts of funding, any deletions and changes.

**Motion/Second: Smigielski/Fried** that those projects that are receiving General Fund Transfers that the transfers be made upon presentation of the invoices as opposed to transferring the funds on January 1<sup>st</sup> as has been done in prior years. All "Aye", Motion passes.

**Discussion:** Smigielski stated this motion would allow more control at the CIP committee level if projects are under or over budget.

*Recess called at 11:00 a.m.*

*Return from recess at 11:03 a.m.*

**Discussion:** Fried stated that the adjustments should be applied to the back page of the CIP Summary. Smigielski stated she would make all of the changes and update both sides of the CIP Summary.

**Motion/Second: Schreier/Rhodes** to accept the revisions made on the front page of the CIP Summary and applied to the back page for future review. All "Aye", Motion adopted.

**Discussion:** Schreier asked if the increased amount for the patrol trucks request in future years was intentional. Hegeman stated there is an anticipation with inflation of an increased cost for future years. Holewinski asked for clarification regarding the window replacement of the courthouse; the instruction to Huber was to get a cost replacement of the older historic portion of the courthouse and the Annex as separate estimates. Discussion that this was not an exact number, that an actual estimate be submitted. Discussion of the proposed 3<sup>rd</sup> floor renovations, it was determined low on the priority list.

**Discussion on Law Enforcement Records Management System for Sheriff's Office:** Smigielski stated that the LERMS (Law Enforcement Records Management System) upgrade for the Sheriff's Office does not have a dollar amount attached to it and per the discussion had the start timeframe of year 2025 or 2026. Discussion of removing this from the schedule as there is not a dollar amount.

**Motion/Second: Holewinski/Fried** to remove the LERMS upgrade line item from the list because there is not a dollar amount. All "Aye", Motion passes.

**Discussion:** Smigielski stated that we should be looking at the development of a five-year IT plan in 2023 similar to the CIP committee. Fried stated that this should be a determination of the Administration Committee. Smigielski stated that a lot of these CIP's are IT, sometimes they are operating in nature and sometimes they are capital in nature. Smigielski stated that it would be helpful to see what is coming up and a lot of other departments costs are rolled into the IT budget. Fried stated that Smigielski and Rhodes should come up with a memo that the CIP Committee can endorse to present to the Administration Committee. Discussion of saving money for future projects.

**Motion/Second: Fried/ Schreier** to accept the revised funding request schedule through 2025 and forward for future review. All "Aye", Motion carried.  
An updated version is held in the County Clerks Office.

**Discuss ongoing Committee activity/actions:** There will be a small meeting prior to the next County Board meeting to accept the CIP minutes. Schreier stated that this committee should meet more often so there can be a better vetting process. Fried stated that this idea has been expressed before and would be a benefit.

**Public comment/communications:** No public comment

**Set dates of future meetings and items for future agenda/meetings:** Next meeting date was set for October 19, 2021 at 9:10 a.m.

**Adjournment:**  
Chairman Fried adjourned the meeting at 11:26 am.

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