

## MINUTES

### JOINT CAPITAL IMPROVEMENT PROGRAM SUBCOMMITTEE/ADMINISTRATION COMMITTEE COMMITTEE ROOM #2 – SECOND FLOOR - ONEIDA COUNTY COURTHOUSE Wednesday, June 29, 2022

**Call to order and Chairperson's announcements** – Chairman Fried called the meeting to order at 11:00 am in Committee Room #2.

**Members Present:** Billy Fried, Steven Schreier, Scott Holewinski, Bob Almekinder, Ted Cushing

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

**Motion/Second: Schreier/Almekinder** to approve today's agenda as presented at the discretion of the Chair. All "Aye"; Motion carried.

**Review of Community Development Block Grant** – Fried stated that the Community Development Block Grant is a funding mechanism that the county has been using to fund some of the CIP projects. Tina Smigielski stated that Elizabeth Schumate is with the consulting firm that has been retained to help the county manage the Community Development Block Grant program. Schumate gave a brief overview of the status of the projects, she went over which projects are going forward and which projects are not moving forward. The courthouse stoop and ADA compliant doors project is going out for bid this week. The Almon Park bid package can be released this week or right after the holiday. Minocqua's Torpy Park has bid twice already, the first time they did not get any bids and the second time they received only one really high bid. Minocqua is contemplating cutting back the project to reduce costs and possibly bid it again. The City of Rhinelander has bike path upgrades and is replacing four fishing piers. Newbold and Three Lakes have both dropped out. Gillette and Wickham Lakes projects have become more complicated and is no longer moving forward. Schumate explained the process of requesting an extension as there are concerns with some of these projects being completed by October. Schumate stated that October is the deadline for this grant, if the project is incomplete by October they are not billable or reimbursable through CDBG. Per Schumate, most extension requests are approved based on "out of your control" type of situations but there is no cost to ask for an extension. Holewinski questioned if the excess unused funds could be used for other projects that may come in higher. Discussion ensued regarding the potential to reallocate some of the funds to other projects and what the process is. Schumate stated that she would notify the Town Chair of Minocqua that there may be additional funding for their project. Fried advised Schumate to apply for the extension.

**Review of 2022 Capital Improvement Program Project Summary** – Smigielski stated that most of these projects are moving ahead except for the Car Port Project that has been postponed. Smigielski stated that the funding has been allocated to these projects and would roll into 2023 if these projects are not complete in this year. Smigielski stated that the department heads would come to the next meeting and the full project list will be reviewed. Discussion ensued regarding the project list and funding sources.

**Review of 2022 Relief Funding Plan** – Smigielski stated that out of the \$6.9 million in Relief Funding received, the County Board has approved three million dollars in projects. Per Smigielski, this leaves

\$3.9 that has not been allocated to projects. Smigielski reported that the largest earmark of funds that has not been spent is for the broadband project at \$1.5 Million. Per Smigielski, the County Board has authorized setting aside \$1.5 Million in Relief Funding as a grant match for the broadband Bug Tussle project. Discussion of the funding. Fried stated that \$1.5 Million is pledged to this project at this time but not yet spent. Smigielski reported that at this time the County Board pledged half of the relief money. Smigielski went over the projects that were approved to date. Cushing asked if the second check has been received. Smigielski stated that it was received. Smigielski stated that the restrictions for this funding has been loosened significantly. Smigielski reported that the funding has to be expended within 3 years of receipt, so we need to watch the timelines. Holewinski stated that the Tourist Rooming house should be pulled out of this as it is not a CIP, this should be considered an operating cost. Schreier questioned the restrictions on matching funds. Smigielski stated that ARPA does not have the restrictions but the other funding sources may have restrictions. Cushing stated that if a town can't use all of their funds, they can allocate them to another town or the county. Discussion of the Roads to Recovery funding versus American Rescue Plan Act funding. Discussion of communicating with the towns regarding expenditure of these funds or reallocating them if they are unused.

**Review of 2023 Budget Schedule** – Fried stated that we need to talk about how this committee fits into the budget calendar. Smigielski stated that there are two forms, the Relief Funding Request Form and the Capital Improvement Project Request Form. Smigielski reported that these are due from departments to the Finance Department by the week of July 28. Discussion regarding the process for the next meetings. Fried stated that these projects need to go through committees. Discussion regarding rankings of priority. Fried stated normally there are two back to back meetings of CIP with a final meeting for evaluations. Discussion regarding adding an additional meeting. Fried stated that by the first week of September this will need to be presented to the Administration Committee. Discussion of the process of presenting items to committee of jurisdiction.

**Public comment** – No comments

**Set dates of future meetings and items for future agenda/meetings.**

July 14, 2022 at 10:00 a.m. - 2022 current project list and relief project list.

August 18, 2022 at 1:00 p.m. - Proposed projects

August 19, 2022 at 1:00 p.m. - Proposed projects

August 25, 2022 at 10:00 a.m. - Summary

Future item for agenda - Elect a Vice Chair

**Adjournment**

Chairman Fried adjourned the meeting at 11:59 a.m.