

**Oneida County Capital Improvement Program
Friday, June 12, 2015 9:30 a.m.
First Floor Conference Room
Oneida County Courthouse**

Committee Members present: Robb Jensen/Chairman, Jack Sorensen, Margie Sorenson, Billy Fried

Committee Members absent: Carl Jennrich (excused).

Call to order and Chairman's announcements

Chairman Jensen called the meeting to order 9:00 a.m., noting that the meeting had been properly posted in accordance with the Wisconsin Open Meeting Law.

Approve agenda

Motion by Sorensen to approve today's agenda. Second by Fried. All members present voting 'Aye'. Motion carried.

Approve minutes

Motion by Sorensen to approve the committee meeting minutes dated March 31, 2015. Second by Fried. All members present voting 'Aye'. Motion carried.

Review of 2015 CIP Program/Projects

Sorenson provided a summary of the 2015 programs and projects that were approved and included in the 2015 budget, focusing primarily on tax levy items. Fried discussed third floor renovation and the status of the area study and costs. Sorenson notes that unspent project funds go into an account that is carried forward to the next year; any overspent funds are generally taken out of the contingency fund. Sorenson notes that no Highway Department projects are listed due to no requests being submitted. Further discussion led by Jensen on figures provided by Sorenson. Jensen asks Sorenson if the department heads are finding value in this process; Sorenson feels they do.

Review of Efficiency Team Report Summary

Sorenson states she was asked to put together data on the top four rated programs per department (if four existed). Sorenson provided a compiled listing, organized by departments, listing projects by priority ratings. Sorenson notes that Departments had the ability to review and discuss their score.

Jensen inquired what committee members needed in order to proceed with this process. Discussion held and committee members agree that Department heads will need to attend the next meeting in order to discuss the programs listed for their department, especially ITS (Information Technology Services), Buildings & Grounds and Sheriff's Office.

Review 2016 CIP Program/Requests and Formulate questions for Departments

Sorenson reports that the net amount in the General Fund is about four million dollars. Fried suggested going through the project list to get a status on each project listed. Sorenson summarized funding sources for the capital improvements listed. Discussion held on tax levy numbers. In-depth discussion on programs listed on summary as follows:

- Almon Park shelters and parking lot: Committee reviewed pictures; discussion held on the best timeline for project given the costs and effect on budget.

- County Board tablets: Committee noted that the Administrative Committee supports the purchase of tablets for the County Board but is concerned on spending funds on County Board members. Discussion held on concerns, logistics, costs and benefits of this purchase. Jensen feels it is important to have ITS present to clarify the details needed to implement the project.
- ITS Email archival appliance: Sorenson feels this is a useful and worthwhile investment; discussion held on costs.
- Courthouse Folder/Stuffer/Sealer Machine – Discussion held on use of the machine and the possibility of using the proposed machine purchase to assist townships with their tax envelopes for a fee.
- For remaining ITS programs, committee agreed to have Lynn Grube/ITS at the next meeting to discuss the proposed programs due to the committee having many questions.
- Postage machine – Sorenson states the current machine was purchased and feels leasing is not necessary for the postage machine. Discussion held on maintenance agreements and the possibility of selling the current machine for its remaining value. The Committee will discuss the benefits of leasing versus buying a new machine and maintenance agreements with the department head.
- Medical Examiner vehicle – Sorenson states the current 2011 Ford Expedition used was purchased for about \$30,000. Discussion held on what to do with the current vehicle.
- E911 Dispatch Center upgrade – This project will not occur in 2016 due to the high cost, but the department is preparing and planning for the cost in advance. Jensen questions if any state funding will be available.
- Phase III radio – This project will replace the law enforcement radio equipment. Sorenson doesn't want to see these radios purchased for townships; Fried notes that changes to the county's technology may make the town radios obsolete, therefore making it the duty of the county to help in replacing the township radios. Replacement will begin in 2016 and go into 2017. Discussion held on funding sources.
- Replace tasers – Discussion held on Sheriff's Office budget.
- Electronic recording software (Register of Deeds) – Discussion held on the costs and details.
- Replacement of Courthouse annex roof – Project introduced but no discussion.
- Third Floor Renovation of Courthouse – Project introduced but no discussion
- Discussion on high number of projects for the Buildings and Grounds Department and questioning if the proposed number of projects can get accomplished.
- Discussion held on courthouse security and teleconferencing court hearings from the jail.
- Replacement of steel frame doors – Fried described project; discussion held. Jensen asks Sorenson about using unspent 2015 funds to complete this project in 2015; Sorenson strongly encourages this not be a habit that is started.
- HVAC system for Department on Aging – Discussion held; Fried would like to see the proposed contractor complete other unfinished projects within the county prior to awarding the contractor more projects such as this one. Discussion held on flooring issues being caused by building moisture which would be alleviated by replacing the HVAC system.
- Chiller and Cooling Tower at Law Enforcement Center – Sorenson feels this is important maintenance; discussion held.
- Roof replacement at Law Enforcement Center – The roof will eventually need to be replaced at a considerable cost but not a 2016 project. Brief discussion held.
- Fried led a discussion on designating funds for future large projects; Sorenson doesn't feel this should be done due to uncertainty of projected numbers.
- Law enforcement parking lot – Brief discussion held.
- Update to LED lighting – Brief discussion held.
- Physical barriers for staff – Discussion held on starting with at least some departments for 2016.
- River Street storage repaving and striping – Discussion held on past projects, location and the use of the building. The project isn't top priority but has been moved out several times already.

- UW-Extension office space renovation – Jensen discussed current air quality concerns the staff has with the space. Until air quality concerns are resolved and staff is certain they will remain in the airport space, renovation needs are uncertain.
- Courthouse replacement windows – Discussion held on issues with current windows.
- Repaving Department on Health and Aging added parking lot – Discussion held on cost savings of combining multiple paving jobs with one contractor to save money; agreed that most likely no cost savings would be recognized due to distance between locations needing paving.
- Historic Façade and block – brief discussion; very little money left in historic renovation fund.
- Law Enforcement Center radio room fire detection/suppression system – Brief discussion on importance of project and possible funding.
- Former Veteran’s Service vacated area renovation – Discussion held on the County Clerk’s needs for the space and possible uses.
- Courthouse Door #2 entry wall replacement – This area contains lead paint and has historic requirements for replacement. Brief discussion held.
- ITS Cooling and Humidifier replacement – Discussion on the importance of this equipment and the current issues with the area getting extremely warm.
- LEC jail showers and bullpen – Discussion held on state inspection findings of the jail facility; failure to fix findings could impact inmate revenues and cause non-compliance with state requirements. Fried suggests completing this project in phases over a few years.
- LEC eye wash stations and water heater replacement – Discussion held on requirements and options.
- DSS waiting area – Brief discussion held on the history of the project and plans.
- Health and Aging floor deterioration – Fried states this problem is currently being reviewed to determine if HVAC issues are causing the problems and possible options.
- Aerial photography – Introduced but no discussion.
- County road overlay and reconstruction – Sorenson discussed fund sources and priorities in order to keep within budget. Discussion held on options being discussed at the state level in order to build revenues rather than raising the gas tax.

Sorenson notes the small narrative on ITS notes for equipment/software replacement, stating this provides valuable information on the projects. Fried questions if any of the projects discussed will require more staffing; Sorenson doesn’t believe so and states some of the costs may be time savers. Sorenson will prepare and provide the gathered questions from this meeting for department heads for the next meeting. Sorenson was directed to get a representative from ITS, Buildings & Grounds and the Sheriff’s Office for the next meeting as well.

The next meeting will be held June 17, 2015 at 8:30 a.m.

Public comment: None.

Items for next agenda: 2016 Capital Improvement Projects

Adjournment:

Motion by Sorenson to adjourn. Second by Jensen. All members present voting ‘Aye’. Motion carried. Meeting adjourned at 11:48 a.m.

Robb Jensen, Chairman

Jenni Lueneburg, Recording Secretary

Approved by Subcommittee on 6/29/15