JOINT MEETING OF CAPITAL IMPROVEMENT PROGRAM
SUBCOMMITTEE/PLANNING AND DEVELOPING COMMITTEE/ADMINISTRATION
COMMITTEE
FRIDAY, AUGUST 17, 2018
Minutes

Committee members present: Chairman Robb Jensen, Billy Fried, Jack Sorensen, Darcy Smith and Mike Romportl

Call to order and Chairperson's announcements: Chairman Robb Jensen called the meeting to order at 8:30 a.m. in the first floor Committee Room, first floor of the Oneida County Courthouse. The meeting was properly posted and mailed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible. Mike Romportl was welcomed as the newest members of the CIP committee.

Approve agenda: Motion by Sorenson to approve today's agenda. Second by Fried. All aye; motion carried.

Approve minutes: Motion by Sorenson to approve the minutes of the May 30th, 2018 meeting. Second by Jensen. All aye; motion carried.

Review of 2019 Capital Improvement Program Project Process and Requests: Smith presented an overview on the 2019 Capital Improvement Program project process and requests. There are 19 Capital Improvement Program projects being presented for consideration. Two of the 19 projects requested are to be considered as a 2018 project. The total cost of the 19 projects is $4,546,448. The estimate for 2019 projects during the 2018 budget process was $1,605,000. Five of the 19 projects are new to the Capital Improvement Program and have not been presented to the CIP Committee previously. The presented 2019 CIP requests will be priority ranked by the CIP committee at the August 20th, 2018 meeting.

Smith presented handout for review with a list of all the 2019 CIP projects requests. The Department Heads that have 2019 CIP requests met earlier in the week to rank the projects in the order of priority.

Resolution to purchase a new Land Records Management System for Register of Deeds in 2018: Franson presented an overview of the current Land Records Management System and CIP request. The request includes the purchase of a new land records management software program to update and replace the current system. The benefits of the update include cost saving in adding additional projects and new enhancements that are not currently offered by the present system. The total cost for RecordEASE is $45,000. ITS has confirmed that an additional $20,000 will be needed for updates. Total cost breakdown is $32,500 from general fund and $32,500 from the department fund balance. The total cost of the project is $65,000. Motion by Jensen to approve the purchase of a new Land Records Management System for Register of Deeds in 2018. Second by Sorensen. All aye; motion carried.

Department Presentations: Motion by Jensen to take the project presentations in order as departments are available. Second by Fried. All aye; motion carried.

    a. **Sheriff's Office**
       1. **Next Generation 911 Dispatch** – Kortenhof presented an overview on the Next Generation 911 Dispatch system. The benefits of this system is it improves public

emergency communication services in a growing wireless mobile society. In additional to calling 911 from a phone, it intends to enable the public to transmit text, images, video and data to the 911 Center. This infrastructure is intended to replace the current services over time. Replacement will consist of two phases. Phase 1 – purchasing and installation of Premise Equipment located in the E911 Center. Phase 2-Connecting Premise Equipment to the ESInet (Emergency Service IP Network) when developed. The 2019 project cost is the mid-range pricing estimate in the amount of $175,000. Kortenhof stated that if this project is not approved the impact will be that Oneida County will fall behind other counties in the area and this project is something that will need to be done no matter what in the future. There are currently no grants or additional funding for this upgrade.

2. **Emergency Medical Dispatch System (Replace/Upgrade Power-Phone System in E911 Center)** – Kortenhof stated this system is used by the E911 Telecommunicators to communicate medical direction during 911 medical emergency calls. The current system in place is not being updated. The system proposed may be integrated into the Computer Aided Dispatch (CAD) system. The total cost of the project is $35,000.

3. **Investigative Division Interview Room Recording System** – Hess presented an overview on the current system. The current recording system is approximately ten years old and malfunctions at times causing parts of the interview not to be able to be transferred to a disc for evidence purposes. New technology allows for the recordings to be web based allowing deputies to monitor real time form their desk. The total cost of this project is $38,100.

b. **Buildings and Grounds**

1. **Courthouse elevator replacement** - Brunette discussed an overview on the Courthouse elevator replacement. The Justification for this project include replacement parts are no longer available for the current elevator due to the age of the system, if the elevator cylinder produces a leak, the elevator would be shut down immediately and not be operable until funding and contracts are in place, components and manufactured and replacement completed. Without a working elevator the building would not be ADA compliant. Romportl asked if there was grant money that could help with the cost of the elevator replacement. Brunette stated there are no grants available from the historical society but that her department will see if other grants may apply. Total project budget is $936,000. $150,000 coming from the department fund balance and $786,000 from the General Fund Balance.

2. **Courthouse Security** – This project includes installation of additional physical barriers in remaining courthouse offices, provide other security measures outlined by courthouse security, and create single point of entry and ADA complaint drop-off at front entry. The reasoning for the project is to improve public safety as well as the safety of staff, and reduce negative consequences resulting in added liability. $30,000 of the cost of the project will be coming from the current budget for updating courthouse security. $235,000 will come from the General Fund. The total project budget is $235,000. Jensen questioned why the single point of entry is presented as the only courthouse security option. Fried clarified that the Buildings & Grounds was asked to explore the single point of entry in response to Oneida County Board Resolution #54-2017.   Romportl felt that the project should be broken down into at least 3 separate projects: installation of physical barriers and single point of entry and courtroom security. It was discussed that this project be broken down into phases. This topic was benched until Monday's meeting.

3. **Courthouse 3rd floor renovation** – Brunette stated the justification for this project include there is no public rest room located on the third floor and no meeting area for individuals to meet with their lawyers. Total cost for this project is $445,500.

4. **Law Enforcement Center Roof Replacement** – Brunette stated that the maintenance of the building is critical to the housing of local and state inmates; Due to potential mold issues, this project will improve employee safety, visitor safety, and inmate safety. The roof replacement includes all areas of the building except the new addition with the garage. The cost for this project is $750,000.

c. **Information Technology**
   1. **Upgrade Backup Recovery System and Storage** – Rhodes presented an overview on the current backup recovery system and need for the upgrade. The current backup and recovery solution is inadequate for our needs and poses a credible system/data loss scenario. The system cannot support the required data for system recovery in its current state. Upgrading the system software, creating at least 2 offsite repositories and increasing our storage capacity will help ensure a successful recovery of both data and full virtual server system. We do not have the capacity to house up to 7 years of data backups and we required a much larger data storage system to cover our needs. A NAS "network attached storage" system will be installed at both the Sheriff's office and the Department on Aging building to service as our off site locations while maintaining more current backups and recovery files at the courthouse .This would give us the ability to recovery entire servers within hours as opposed to days. The total cost of the project is $48,522.
   2. **Upgrade Network Infrastructure County Wide Phase 1** – Rhodes stated this project would be an upgrade to our network infrastructure and replace all switches, firewalls, routers and fiver runs to increase security, speed, reliability and disaster recovery. Our current network is past the ability to update security settings or to run at high speeds required for new servers and SANs that will be used for projects like the New World upgrade, and digital 911 systems. The majority of our switches are no longer updatable nor do they carry maintenance should something happen to damage them. Newer requirements for network security and speed cannot be met by our current hardware. This is a major network backbone and infrastructure upgrade that will take several years to complete. It is proposed to do this in phases- this being phase 1 and we can and will be able to upgrade a rack or a switch at a time rather than all at once. The total cost of the project is $614,730. The requested budget for 2019 is $164,730.
   3. **Server Upgrade** – Rhodes stated this project is to replace older out of date server hardware models that are no longer produced or supported. By replacing the 6 oldest servers with up to date hardware and software will allowing the county to fully virtualize the remaining physical servers and host a greater number of virtual servers. The total cost of this project is $854,955; the 2019 cost is $170,991.
   4. **Replace MDCs and Laptops in all Sheriff Vehicles** – Rhodes presents overview on the current MDC (Mobile Device Computer) and laptops in the sheriff's vehicles. This upgrade would allow an MDC to be assigned to an officer and that device will travel with that officer from vehicle to vehicle or desktop to desktop. Discussion regarding a $50,000 2016 budget to upgrade MDC was made. The MDCs that were purchased in 2016 was of equipment that is no longer available. Fried asked if there would be additional costs related to maintenance of the system; Rhodes stated that maintenance was included in the total project cost. The total cost of the request is $169,050.
   5. **Equipment Refresh** – This project is part of a standard 7 year replacement cycle. As PCs age and software demands increase they tend to get slower and less reliable. The 2019 cost of this project is $63,500.
   6. **Redundant Internet Connection** – Rhodes stated this project is the implementation of a second/backup internet connection at the LEC. If communications between the courthouse and the LEC is cut-off, email, 911, and all other systems requiring internet access will be

unavailable at the LEC. If the county experiences a disruption of internet services provided by Charter, all internet access to all departments will be lost. The risk of outage can be reduced by providing internet access through a second internet provider that originates from the LEC. The 2019 project cost is $48,455. The operating impact on this project would be an estimated increase in the annual operating expense of $9,960.

d. **Highway**
   1. **County Highways** – Stefonek presented an overview on this project. Reconstruction of county highways to a level that the expected life will be 30 years with the proper maintenance. Last year the Highway Department was able to reconstruct 8.79 miles, without the additional $450,000 just over 6 miles would have been completed. Oil prices are starting to rise and without the additional $450,000 per year, reconstruction will not continue at the current rate and Oneida County will be regressing in the integrity of our road system. $100,000 would come from Tax Levy and $350,000 would come from the general fund.
   2. **Oneida County Highway Garage Architectural, Structural, Mechanical, Electrical and Plumbing Assessment** – Stefonek stated that this would not be enhancements to the garage it would maintenance of the current garage. The current HVAC system does not meet current codes, the exhaust system is outdated and cannot be used for the current day equipment.
   3. **Brine Facility** – Stefonek stated the Wisconsin DOT is promoting salt brine application for ice and snow removal in lieu of rock salt. They are also purchasing high capacity brine makers for counties, maximum of $200,000. The counties would have to house the brine machines. Our facility does not have sufficient space for a high capacity brine machine which includes 3 to 4 storage tanks. The brine could be used on both state and county roads. Brief discussion held. In order for Oneida County to do this, a storage building would be need to be built to store the brine. The total cost of the project is $400,000, $200,000 would come from state aid.

e. **Land Information Office/Treasurer/Register of Deeds/Planning & Zoning IT**
   1. **Real property listing, tax application, permitting and sanitary hardware/software replacement** – Romportl presented an overview on this project. This project will impact the Land Information, Treasurer, Planning and Zoning IT and Register of Deeds departments. This project will acquire real property, tax listing, taxation processing, permitting, sanitary and related land records software/hardware to replace the existing AS 400 applications in coordination with IT, Land Info, Planning & Zoning, Treasurer and Register of Deeds. The justification for this project is the continued integration among departments. Most counties have moved off the AS 400 and purchased off the shelf real property tax applications, tax processing and permitting applications and servers to house the applications. It would be necessary and cost advantageous to coordinate the replacement with all departments listed above to ensure an integrated and non-duplicative system. The operating impact would be annual maintenance fees each year which would be new monies since the in-house tax applications are maintained by current IT staff. The cost of the maintenance would likely be covered by land records fees in future years. Currently Register of Deeds and Land information pays for their other software maintenance cost out of land records fees. The total cost of the project is $33,000 and broken into $165,000 in 2019 and 2020.

f. **Treasurer's Office** – No individual department 2019 CIP Project request

g. **Planning and Zoning** – No individual department 2019 CIP Project request

h. **Register of Deeds** – No individual department 2019 CIP Project request

i. **Finance** – No individual department 2019 CIP Project request

j. **Forestry**
   1. **ATV Trail Expansion** – Rady presented an overview on the expansion. The Forestry Department received a $515,000 grant to develop6.8 miles of new ATV trail within the Enterprise block of the Oneida county Forest. The overall project includes the installation of 3 bridges, totaling 130 linear feet, 9 culverts, and surfaces the trail with a sustainable gravel base. The last 2 miles of the overall 6.8 miles of the project was recently let out for bids. Two bids were received, one for $141,670, and one for $153,412. Unfortunately, of the $515,000 trail development grant receive, approximately $90,000 remains available to complete the remaining 2 mile segment. The Forestry Department is requesting $51,670 from the general fund to complete the project. Discussion on alternate trail routes utilizing Zimmer Road if the CIP is denied and the project postponed until 2020 until the funds are available in the Forestry budget. Rady stated that the statistics show more ATV accidents and causalities happen on county roads vs. designated ATV trails.   Sorensen made a motion to approve funding the ATV Trail Expansion, Second by Fried. Discussion held that this meeting is to present information and that motions should wait until Monday's meeting. Sorensen withdrew his motion, Fried withdrew his second.

Public comment/communications:
None

Dates and items for future agenda/meetings:
The next CIP meetings will be August 20, 2018 at 8:30 a.m. and August 24, 2018.

Adjourn:
Motion by Sorensen to adjourn at 12.21 p.m. Second by Fried. All aye; motion carried.

Respectfully submitted,

Lindsey Kennedy, Recording Secretary
Labor Relations/Employee Services

Robb Jensen, Chair