

**Capital Improvement Program (CIP) Subcommittee**  
**June 9, 2017**  
**Minutes**

**Committee members present:** Chairman Robb Jensen, Billy Fried, Jack Sorensen, Darcy Smith, Karl Jennrich and Tracy Hartman (County Clerk).

Also present were Lu Ann Brunette and Marie Thompson

**Call to order and Chairperson's announcements:** Chairman Robb Jensen called the meeting to order at 9:00 a.m. in Committee Room #1, second 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. There were no announcements.

**Approve agenda:** Motion by Fried/Sorensen to approve today's agenda. All ayes; motion carried.

**Approve minutes:** Motion Sorensen/Fried to approve the minutes of 10/18/2016 as presented. All ayes, motion carried.

**Capital Improvement Program (CIP) projects update/Closeout of completed projects.**

Smith handed out an update on CIP Projects and funds left from various CIP Projects. Smith would like to return the funds to the general fund immediately and not wait until the close of 2017 as has been done in the past.

Motion by Jensen/Sorensen to return to the general fund the amounts of the completed projects as submitted totaling \$11,798. Discussion regarding the return of funds. All ayes, motion carried.

Discussion regarding the open projects. Marie from ITS gave an update on ITS projects and Lu Ann Brunette gave an update on the building and grounds projects. Discussion regarding the project updates and the proposed costs.

**Resolution for additional funding for Law Enforcement Energy Savings CIP project.**

Discussion regarding the resolution. Jensen and Brunette noted that the benefits of this project far outweigh the additional cost. Brunette explained the difficulty in getting contractors to bid on this project.

Motion by Jensen/Sorensen that the CIP Committee supports the resolution for additional funding for the Law Enforcement Energy Savings CIP project. All ayes, motion carried.

**2018 CIP project guidelines.**

Smith handed out a calendar giving the guidelines for submitted CIP Projects and requested feedback from the committee on the deadlines. Discussion regarding the calendar and the ranking of projects. Jensen explained that the forms completed by Department Heads are very important to this committee and how projects are reviewed and approved. Review of the paperwork required of Department Heads.

**Items to be included on next agenda:**

- Review CIP Project requests, presentations by Department Heads, contingency fund.

**Dates and items for future agenda/meetings.**

September 5, 2017 8:30 a.m., September 7, 2017 8:30 a.m and September 20, 2017 at 8:30 a.m.

**Adjournment:** Motion by Jensen/Fried to adjourn at 9:53 a.m. All ayes, motion carried.

Respectfully submitted,

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Tracy Hartman, County Clerk

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Robb Jensen, Chair