

Minutes
CAPITAL IMPROVEMENT PROGRAM SUBCOMMITTEE
COUNTY BOARD ROOM – SECOND FLOOR, ONEIDA COUNTY COURTHOUSE
Thursday, August 31, 2023

Call to order: Chairman Fried called the meeting to order at 9:00 a.m.

Committee members present: Chairman Billy Fried, Supervisor Steven Schreier, Supervisor Scott Holewinski, Supervisor Ted Cushing, Supervisor Bob Almekinder.

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

Motion/Second: Cushing/Schreier to approve today's agenda at the Chairperson's discretion. All "Aye"; Motion carried.

Public Comment: None

Approve Minutes of 8/25/2023:

Motion/Second: Holewinski/Cushing to approve the minutes of the August 25, 2023 meeting. All "Aye"; Motion carried.

CIP Project Requests:

Information Tech -

- *Replacement County Wide Phone System* – IT Director Jason Rhodes stated that this will be replaced in all locations. Rhodes reported that Mitel is no longer making the equipment and is phasing out what we have. Rhodes explained that we will need to do an RFP. Per Rhodes, the existing system is eight years old. Rhodes noted that this is a high priority as this is the phone system. Rhodes stated that parts and maintenance will no longer be available for the current system and the costs of replacement parts for what is existing has gone up. Discussion regarding options for replacement.
- *Paperless Meetings Initiative* – Rhodes stated this project is joint with IT, Administration and the Clerk's Office. Rhodes stated that they should be able to obtain a tablet that is under \$500 per tablet. Rhodes explained that all agendas and handouts would be able to be accessed on the tablet. Rhodes explained that this would be the first step and the next step would be a specific software. Rhodes explained that the full cost of the CIP request includes both the software and the tablets. Schreier stated we need to develop a policy if we are going to implement this.
- *MDC Replacement* – Rhodes stated this project is joint with IT and the Sheriff's Office. Rhodes explained that this is the computers for the squad cars. Rhodes noted that this is a request for 2025 and not for next year. Fried questioned other funding sources to pay for this. Schreier stated we should be budgeting for this replacement. Discussion regarding shared revenue.

Sources of Funding:

Smigielski went over the handouts that were distributed. Smigielski explained the updated projection of unrestricted fund balances for 2022. Smigielski noted that we do not have a projected surplus or deficit for 2023 at this time. Smigielski stated that if we were right on budget there would be approximately \$4 million in unrestricted General Fund Balances at the end of the year. Smigielski stated that \$6.9 Million in ARPA was the original amount received. Smigielski explained that there is approximately \$1.5 Million in unprogrammed ARPA dollars. Smigielski stated there is \$100,000 in an additional ARPA account. Smigielski went over the Highway Equipment Fund, she stated that there was a Resolution passed on how to calculate the highway fund. Smigielski went over the projection in the fund. Smigielski reported that \$420,000 is the estimated amount left in the account at the end of 2023. Discussion regarding how depreciation works at the Highway Department. Hegeman went over the delays in ordering and delivery of new trucks and repairing what is existing.

CIP Project Requests:

Highway -

- *Foreman Pickup Trucks* – Hegeman stated that there are two foreman trucks in the fleet that are a year 2016. Hegeman noted that they are looking at replacing them and will pass the current trucks down to the crew. Hegeman stated that it will be \$120,000 each for the new trucks. Fried stated the costs are coming from the Highway Equipment fund and this is just an update.

- *Stacking Conveyor* – Hegeman stated that this would be useful for several different operations. Hegeman explained that this would be used for stacking salt and salt-sand. Hegeman explained that this would make operations more efficient and safer. Hegeman stated this purchase would also come from the Highway Equipment Fund. Hegeman stated that \$175,000 is a quote and it may come in under that amount.
- *Patrol Trucks* – Hegeman stated that this would be for trucks in 2025. Hegeman went over the current fleet and explained what is on order. Hegeman stated that there were trucks ordered in 2021 and will be delivered in 2024 at this time. Hegeman stated that they are looking at a 24 month turn around when ordering. Hegeman reported that they are looking into 2025 for delivery if anything was ordered. Hegeman explained that the costs and delivery are unknown at this time for those ordered in the year of 2024. Holewinski stated that we should not delay in ordering these trucks, especially if it will take 2 years to get them. Holewinski stated that if there is an issue and they cannot pay for a loan, a funding source can be determined at that time. Smigielski stated that a better idea may be using unprogrammed ARPA dollars. Hegeman stated that all counties are dealing with this right now. Discussion regarding funding. Smigielski suggested that if the order was placed in 2024 and paid in 2025 there should be a Resolution approved. Fried stated at this time it will be tentatively slotted as a CIP *and or* ARPA project for three trucks in the amount of \$1.2 Million.
- *Highway Construction Federal Projects* – Hegeman stated that they are starting design on two of the projects next year, Highway L Bridge and Highway C Bridge. Per Hegeman, the matching cost for the design is approximately \$77,000. Hegeman reported that \$550,000 will be the county match in 2025 to construct the Highway L STP-R. Hegeman explained that in 2026 there will be matching funds needed for construction of Highway D Bridge and Highway P STP-U. Hegeman explained that the Federal Projects are 80/20 split in costs in construction and design except the HWY L STP-R project. Smigielski stated these projects are worth approximately 5 to 6 Million dollars total and the county only has to contribute one million. Hegeman stated they don't have enough matching money for all of the projects that are available. Hegeman went over his tentative plan for road construction. Smigielski stated that it is prohibited to use ARPA as this is a Federal Project. Hegeman stated that the request is broken out over a three year period to reduce the size of the request from the General Fund in addition there is different construction years for these projects.
- *Highway Construction* - Hegeman stated that this is the \$1.2 million that is from the General Fund every year. Hegeman stated this would be an additional request of \$400,000 of ARPA funding. Hegeman explained that there are a lot of the projects that are planned and this extra will help keep up with the 25 year replacement plan for roads.

Sources of Funding:

Smigielski explained that the ARPA funding needs to be expended as there is a timeline. Smigielski suggested switching the funding source for the trucks ordered in 2022 from a General Fund loan to unprogrammed ARPA money. Discussion regarding switching the funding source.

Oneida County Tourism Council -

- *Oneida County Tourism Distribution Piece* – Lauren Sackett Oneida County Tourism Council Treasurer and Jacqui Sharpe Secretary of the Oneida County Tourism Council spoke regarding the request. Sackett stated that they are looking for funding for GIS mapping of the trails and to translate that into a printed piece that can also integrate to the website. Sackett reported that there are some trails that are not yet GIS mapped and they are looking at adding those to this project. Sackett stated there have been no updates since 2016. Sackett reported that this is the most asked for piece of information asked for by the public. Sackett stated that most of the County Trails are mapped, there are a few other walking trails that are not GIS mapped. Fried expressed concern with potential duplication of service. Sackett stated that this is the only silent sports trails map that is available. Fiene stated that Forestry strictly maintains County Forest trails on the County Forest maps. Almekinder questioned who owns the property the trails are on. Per Sackett, there are several trails and they are owned by various others such as the school district and the state. Schreier stated that with the ARPA funding this is a match for both Health and Economic projects. Holewinski stated he would like to see a break-down of the costs regarding what this request will pay for.

Public Health -

- *Health Insurance Portability and Accountability (HIPAA) Policy & Procedure Update* – Public Health Director Linda Conlon reported that local governments are required to have policies and procedures to be in compliance with HIPAA. Conlon stated that there are penalties for not complying with the HIPAA Policy. Conlon explained that this request is to hire a consultant that has expertise in government and specializes in HIPAA to update the policies and procedures for Oneida County. Social Services Director Mary Rideout stated that to update this all of

the laws would need to be looked at and is very time consuming. Rideout stated that we are in compliance but this really needs updating. Fried questioned whether there is some kind of template. Rideout stated that her fear with just taking someone else's work is the assumption that they are correct in what they are implementing. Rideout explained that these are County-wide policies.

Forestry -

- *Forestry Work Truck – 3/4 ton 4x4 w/plow* – Fiene stated that the current truck is a 2016 plow truck with just over 56,000 miles. Fiene stated that this is an estimate to replace in the year 2026. Holewinski questioned if there was an equipment fund. Fiene confirmed and stated that there will be approximately \$21,000 in that fund at the end of 2023.
- *Forestry Work Truck – 1/2 ton extended cab 4x4* – Fiene stated that this is a basic work truck, it is a 2016 Chevy with just over 80,000 miles. Fiene reported that they are looking to replace it in 2025. Fiene stated that \$40,000 is the request from the General Fund and there is expected to be a \$10,000 trade in for the current model.
- *Dump Truck w/ belly blade and trailer* – Fiene stated that this is a 2002 Sterling single axle dumptruck with 74,000 miles. Fiene explained the use of this dumptruck is to maintain county forest roads. Fiene explained the current condition of the truck and noted that it is a 21 year old machine. Discussion regarding Forestry revenue, it was determined that Forestry Revenue goes back to the General Fund.
- *Rozell Road Culverts* – Fiene reported that this is for the replacement of culverts. Fiene stated that the estimated replacement costs are \$52,500. Fiene stated that there are some grants approved for this project and this can be removed as it is now funded.

Buildings & Grounds -

- *Carpet / Flooring Replacement, Multiple Locations* – Facilities Director Troy Huber stated that they lumped all of the carpet projects together and are doing it as one CIP. Huber went over the flooring costs for each department.
- *Garages (Courthouse and ADRC/Public Health Facilities)* – Huber stated that these two garages are for Social Services and Health Department vehicles. Huber noted that the Public Health garage was approved last year and then pulled when the cost estimate was received. Huber stated that this was based off of the bids that were received last year. Assistant Facilities Director Lindsey Kennedy stated that this is for a 5 stall garage. Fried feels that there is a concern for storing things out of the weather and safety. Kennedy commented that these could be completed in different years and do not need to be approved together.
- *DSS Front Reception Security Enhancement Remodel* – Huber stated that there was an assessment and the entry way was determined not a secure location. Huber that stated they want to come up with a plan. Rideout expressed concern and stated that this should be looked at. Rideout noted that this is to be a future request.
- *Sidewalk Repairs (Courthouse & LEC)* – Huber stated that this has been bid. Huber expressed concern that the price of concrete keeps increasing. Huber stated the front of the courthouse will be replaced when Oneida Avenue gets completed. Huber stated that the county is responsible for the sidewalks on our property.
- *ADRC / PH Facility Roof Replacement* – Huber stated that the roof is at least 20 years old and there are issues with leaks. Huber stated they would like this project for 2025. Huber reported that the price came in at about \$300,000. Holewinski suggested looking at a metal roof.
- *Courthouse Window Replacement* – Huber stated that this is for the windows in the historic part of the courthouse. Huber noted that it may be over a million dollars and that is an unofficial amount for replacing all of the windows. Holewinski suggested looking at grants for the old parts of the courthouse.
- *LEC Garage Floor Epoxy* – Huber stated this is for the LEC and the salt is eating the floor. Huber reported that the coating estimate is about \$100,000 to grind and replace.
- *Courthouse Security Camera System Upgrade* – Huber stated that in the future the camera system will be outdated. Huber stated what they are looking at has facial recognition. Huber went over the benefits for the updated cameras.
- *Fire Panel Upgrades (Multiple Locations)* – Huber reported that they looked at getting them replaced. Huber stated we can get them fixed instead and should last a few more years. Huber noted that replacing for 2026 should be over \$100,000 for all of the buildings.
- *LEC Cooling Tower* – Huber stated that this has been going up in price and we are looking at 2026 to replace.
- *Paint Exterior ADRC/PH Facility* – Huber stated that this is slated for 2026. Huber stated it is a stucco based siding.

Finance -

- *ClearGov ClearPlans Capital Budgeting Solution* – Smigielski stated that we can wait on this for another year. But ultimately we need to get to a 3-5 year plan in place with funding sources.

Dates and items for future agenda / meetings.

Tuesday September 5, 2023 at 9 a.m.

Adjournment:

Chairman Fried adjourned the meeting at 12:21 p.m.

