

MINUTES
CAPITAL IMPROVEMENT PROGRAM SUBCOMMITTEE
County Board Room - ONEIDA COUNTY COURTHOUSE
April 8, 2024

Call to order: Chairman Fried called the meeting to order at 8:00 a.m. in the County Board Room of the Oneida County Courthouse.

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

Absent: Supervisor Steven Schreier

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

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

Public Comment: None

Motion/Second: Holewinski/Almekinder to approve the Minutes of 1/12/2024. All "Aye"; Motion carried.

CIP/ARPA Updates by Project. Smigielski stated this is the final year that funds can be committed without having to return the ARPA money to the Federal government. Smigielski clarified that the projects being discussed today are ones that are still active or have not been formally awarded. Smigielski stated that if there is a department that cannot confirm that they will use all of the funding, the funding should be returned to the ARPA contingency and reprogrammed. It would be a shame to give the money back. Fried stated that one of the reasons for the meeting today is to make sure everyone is meeting the requirements.

- Public Health – Public Health Delivery of Services – Public Health Director Linda Conlon stated that this project revolves around respiratory illness season. Conlon clarified that the project is for getting information out to the public. Fried questioned the unspent amount yet remaining. Conlon stated this is the amount they spend every fall and what is to be expected. Conlon noted that the funds will be used by the fall.
- County Board – Contingency – Smigielski stated the packet has the most updated report in it. Smigielski stated that the Contingency balance is \$102,568 of unprogrammed funds. Smigielski noted that this balance includes the additional ARPA funds that was received. Smigielski explained that the remaining unspent amount is just under \$103,000. Smigielski feels that after we go through all of the projects, there may be a higher Contingency balance at the end of the meeting.
- Finance -Single Audit Fees – Smigielski stated that this is the exact amount of the contract that was signed with the auditors. Smigielski stated the US Treasury is very specific that any audit fees incurred related to administration of the program can be paid for with ARPA funding. Fried expressed concern regarding the departments following the rules. Smigielski stated that the projects are run through Corporation Counsel and there is a Resolution that the departments need to follow.
- Information Technology – ERP Upgrade – ITS Director Jason Rhodes stated that they are in the 3rd phase of the upgrade which is payroll and everything is on track. Rhodes noted that there are bills but he is waiting to pay them at this time. Smigielski stated that they are expecting to utilize all of the funding and it is committed. Smigielski explained that until the product is live and functioning we do not pay.
- Information Technology – ITS Cybersecurity Programs & Projects – Rhodes stated that they expect to spend the funding by the end of year.

- Information Technology – Polycom Video Court System Replacement – Rhodes stated that this is installed and working well. Rhodes stated that they are happy with it and happy with the sound. They are waiting for bills from Buildings and Grounds regarding extra wiring and some protective boxes for the jail. Rhodes stated that the funding is expected to be spent by the end of month.
- Information Technology – Replacement MDCs – Rhodes stated that they expect to have a purchase order out by the end of month. Rhodes stated that this will be extending out the warranty from 3 years to 5 years. Rhodes explained that if there is an extra cost it will be paid out of the IT budget. Rhodes stated that the cost is approximately \$321 apiece for 35. Cushing questioned the overage.
- OCEDE / Sheriff's Office – Broadband Middle/End of Mile Expansion – Verdoorn stated that there are no issues and this is on track to be spent. Verdoorn stated the remaining amount will be spent this summer and the project is going well.
- Oneida County Tourism Council – Comprehensive printed map booklet – Fried stated that Krystal Westfahl was not able to be here but did supply a handout. Fried stated that per a conversation with Westfahl, it was reported that the money will be spent.
- Register of Deeds – Back-Indexing Online Documents – Register of Deeds Kyle Franson was not able to attend. Smigielski stated that this was just expanding an existing contract. Smigielski stated that the work will be completed and also paid for by the end of summer.
- Social Services – Children Services Support Worker – Financial Services Supervisor Heidi Brown stated that Mary Rideout was not able to attend. Brown stated that they are expecting to spend the full funding. Brown noted that they are expected to actually overspend. Smigielski stated that the overage will not be charged to ARPA.
- Social Services – Criminal Justice Coordinating Committee (CJCC) – Brown stated that they are using the funding for the TAD grant match. Brown stated that the funding will be spent.
- Highway – Patrol Trucks – Hegeman stated that there are eight trucks on order with three trucks being allocated to ARPA funding. Hegeman stated the first two trucks are funded with General Fund, ARPA and then General Fund loan. Hegeman went over the timeline. Hegeman explained that of the first two trucks the first chassis is expected to be delivered by the end of this month, the second chassis build date is June 3rd and they are hoping to see that chassis July or early August. Hegeman stated that the first chassis out of the ARPA funds has a June 4th build date so they are hoping to see it by end of July or early August. They have to then go to the body builder to get built and are expected to be completed nine to twelve months after that. Hegeman stated there is not a great timeline and they expect to see the trucks by the end of 2026. Smigielski stated that there can be cash disbursements into 2025 and 2026 but only if there are executed contracts. Hegeman stated that it is such a long time to get the trucks and the costs keep changing. Hegeman noted that he is expecting there to be additional surcharges on the trucks. Hegeman stated that at this time only the attachments are ordered and the money is spent. Smigielski stated that we really will need a written contract to carry the funds into 2025 and 2026. Discussion regarding backdating funding. Hegeman stated that the attachments for three of the trucks are being paid for with ARPA funds. Hegeman stated that there are two trucks being paid for by the General Fund and these have not been delivered yet. Hegeman explained that these will be delivered first. Smigielski stated that she would recommend first in first out, to pay the first delivered trucks with ARPA funds first before General Fund or Highway Funds. Smigielski went over the ARPA fund rules.
- Highway – Highway Construction – Hegeman stated that they are just finishing up the bid specs and they should be in the newspaper April 12th. Hegeman stated April 30th is when bids are due and awarded on May 2nd. This should go to County Board for the May meeting.

- Highway – (Pending) Backup Generator Installation – Hegeman stated that bids were opened last week. Hegeman noted that there is a Resolution going to the Administration Committee this afternoon. Hegeman stated that the main facility has an older electrical system. Almekinder stated that the main facility will need to be updated as the electrical system will need to be rewired to accommodate the new generator. Almekinder explained his proposal of changing the plan. Almekinder suggested using the existing generator and hooking it up to the office and a door to get the trucks in and out. Use the remaining funds and update the shop and two additional generators. Hegeman stated that \$109,280 is the amount of the Resolution going to Administration. Almekinder stated he thought they would be able to replace some of the equipment, but this needs to be brought up to code per WPS. Almekinder reported that to bring everything up to code it would cost \$200,000 to \$300,000 and there is no point in spending the money on a new generator if the wiring cannot support it. Discussion regarding moving some of the funding. Holewinski questioned possibly moving this funding to the Road Construction in place of using it for the generator project if this is still uncertain. Fried stated that he prefers that they utilize the ARPA funding and he can return the remainder. Smigielski went over options. Discussion regarding funding sources.

Motion/Second: Holewinski/Cushing to move \$364,700 back to Contingency from the backup generator account. All “Aye”, Motion passes.

- Building & Grounds – Courthouse Annexed Roof Replacement – Kennedy stated that they are waiting until spring. Kennedy stated they will use all of the remaining funds to complete the project. Kennedy stated this is under contract.

Discussion: Per Smigielski \$467,268 is the remaining balance in the ARPA Contingency Fund.

Potential CIP projects/programs and Additional ARPA projects

- Building & Grounds – Request for additional funding for the Oneida County Sidewalk Improvements project – Kennedy stated that this request is a CIP project already funded with the General Fund. Kennedy stated that this was put out for bid and \$80,000 was the budgeted amount. Kennedy reported that the bids came in over that amount. County Facilities awarded the bid for \$106,467, which is over the budgeted amount. Kennedy stated they are asking for the overage as an ARPA project.
- Forestry Request for ARPA funding for heavy equipment trailer – Fiene stated that they just ordered a new dump truck to replace the 2002 old truck. Fiene stated they originally thought they were going to be able to get both the truck and trailer. Fiene stated that the contract came in at almost the exact budgeted number, for the dumptruck only. Fiene stated they got a couple of quotes and the bids came in the \$30,000 range for a trailer. Fiene stated that the existing trailer is 18 years old. Holewinski questioned the usage of the trailer. Fiene stated approximately 20-30 times per summer, this is not used during the winter. Discussion regarding the equipment fund and other funding options.
- Highway – Highway Construction – Hegeman stated that they can put more money into construction if there is more ARPA funds available. They could move a project up and do it early if the funding was approved. Discussion regarding equipment.

Discussion: Fried questioned the timeline of when ARPA Contingency funding needs to be pulled out. Smigielski went over each of the projects. Discussion of committing to the projects and how much. Discussion regarding allocation of the remaining funds.

Motion/Second: Fried/Holewinski to appropriate \$20,000 of ARPA funding to Buildings and Grounds for sidewalk projects, \$30,000 to Forestry for the trailer purchase and the remaining \$417,268 to Highway Construction. All "Aye"; Motion passes.

Discussion: Smigielski stated that there will need to be Resolutions completed. She does recommend a meeting in a month or two to go over what is being spent.

Dates and items for future agenda/meetings.

Holewinski stated that this meeting should be set after the committees are set. Smigielski stated that the CIP is a subcommittee of Administration. Fried stated that there should be a follow up meeting in May to review the funding, who or what committee will do that is to be determined through the reorganization of the County Board.

Adjournment:

Chairman Fried adjourned the meeting at 9:11 a.m.

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