

**Minutes**  
**CAPITAL IMPROVEMENT PROGRAM SUBCOMMITTEE**  
**COUNTY BOARD ROOM – SECOND FLOOR, ONEIDA COUNTY COURTHOUSE**  
**September 5, 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 /Almekinder** to approve today's agenda at the Chairperson's discretion. All "Aye"; Motion carried.

**Public Comment:** None

**Public Health -**

- Health Insurance Portability and Accountability (HIPAA) Policy & Procedure Update – Social Services Director Mary Rideout stated that they have reached out to a couple of consultants for pricing. Per Rideout, Linda Conlon reached out to the state to see if there was any assistance available. Rideout advised that this request could be dropped as the cost may be under a CIP limit. Rideout stated this should remain on the list at this time until cost is determined. Discussion ensued and it was determined to rate the project as low.

**Buildings & Grounds -**

- LEC Garage Floor Epoxy – Assistant Facilities Director Lindsey Kennedy stated \$60,000 was the original estimate for the kitchen in the jail. Kennedy stated that the Jail Captain and Sheriff requested the project amounts be increased to \$100,000 as they felt the \$60,000 estimate was too low.
- Garages (Courthouse and ADRC/Public Health Facilities) – Kennedy stated that this has not yet gone out to bid. Kennedy explained that the bids received last year were high. Kennedy stated this may be reduced but it is too early to determine.

**Discussion on Intergovernmental ARPA grants:** Fried questioned if the committee wants to dedicate a portion of the remaining ARPA funding to the towns and city to help with their challenges. Fried stated that his suggestion would be allocation based on tax levy. Fried commented that before the ARPA money is gone, I want to determine if there is any interest in dedicating any of the remaining funding to the towns and/or city. Schreier stated that we would need to determine if there are any projects that they would have that would fit the requirements of the funding for ARPA. Schreier noted that there are time constraints and limitations on this funding. Schreier questioned if there are any restrictions for us doing any kind of intergovernmental allocation. Schreier stated that this is our funding and we need for everyone to understand what the requirements of the funding are. Smigielski stated that we would need to have a sub-recipient agreement with any entity that we are working with. Holewinski stated that the towns received their own ARPA funding already and didn't feel it was the intent for the counties to share their money with the towns. Holewinski explained that there are a lot of costs that the county picks up for the towns such as Ambulance, Bridge Aid and the Humane Society. Cushing stated we can barely cover all of our needs of the county. Almekinder stated that the towns were given ARPA funding.

**Project requests for recommendation to include in CIP Committee:**

CIP Project Requests – Fried discussed the process is to go through the 2024 list and rate what was high, medium and low priority.

**Information Tech -**

- Replacement County Wide Phone System - Fried stated that the phones were a high priority. IT Office Manager Marie Thompson stated that about 8 years ago the phones were replaced. Thompson reported they are looking at different vendors and potentially they are looking at a cloud based system as an option. Discussion that the E911 is a separate system than what they are looking at as the county wide system.
- Paperless Meetings Initiative – Fried stated that this was a medium priority. Fried noted that the cost for copies and postage needs to be determined to determine a savings. Schreier stated that he sees the need for a device.

Schreier questioned the need for software as the committees can just email all of the agendas and handouts. Schreier stated that he does not see the need for the software. Schreier stated that we should reach out to other counties that went paperless to see if there was a cost savings.

- MDC Replacement – Unranked

#### **Forestry -**

- Forestry Work Truck - 3/4 ton 4x4 w/plow – Unranked
- Forestry Work Truck - 1/2 ton extended cab 4x4 – Unranked
- Dump Truck w/ belly blade and trailer – Fried stated that this is a high priority. Discussion regarding the cost.
- Rozell Road Culverts – Fried stated this is high and the funding is already covered for this one.

#### **Buildings & Grounds -**

- Carpet / Flooring Replacement, Multiple Locations – Fried stated that this is a medium ranking. Schreier stated that the jail kitchen as a safety issue should be a higher priority. Fried stated the kitchen floor should be separate from the carpet. Discussion of the rating of the kitchen flooring being rated higher. Almekinder stated they are looking also at an epoxy coating as opposed to replacing the tile. Fried agreed that the jail should be higher priority.
- Garages – Holewinski stated this should be a higher priority as we need to get this stuff under cover. Discussion of the project need, there was a consensus that the costs for 2 garages were extremely high. Holewinski stated that we need to get bids again. Fried stated that they may need to split the projects.
- Sidewalk Repairs (Courthouse & LEC) – Fried stated this was a high priority.
- ADRC / PH Facility Roof Replacement – Unranked
- Courthouse Window Replacement – Unranked
- Courthouse Security Camera System Upgrade – Unranked
- DSS Front Reception Security Enhancement Remodel – Unranked
- Fire Panel Upgrades (Multiple Locations) – Unranked
- LEC Cooling Tower – Unranked
- Paint Exterior ADRC/PH Facility – Unranked

#### **Finance -**

- ClearGov ClearPlans Capital Budgeting Solution – Fried stated that this was a low priority. Holewinski stated that the discussion at the last meeting was that if everyone did the forms correctly and planed correctly that we would not need this software. Fried stated that there is a value to how the information is presented to us, we would benefit, the departments and the public would benefit. Fried feels that organization and communication would be more clear. Fried noted that the investment is low but could bring savings down the road. Fried stated that this is a tool that could help and he does support it. Holewinski stated that we could move this to 2025 as the Finance Department is not backing this project. Schreier stated that with the paperless project and this system the funding is being eaten up. Schreier noted that there is a yearly cost to each of these programs. Smigielski stated that this would be a wonderful tool as there is a disconnect when the funding sources are not determined. Smigielski explained that a software system will not fix a communication breakdown. Smigielski stated that we should keep it on the radar.

#### **Highway -**

- Foreman Pickup Trucks – Fried reminded the committee that this was coming out of the highway funds and the committee of jurisdiction decides that.
- Stacking Conveyor – Fried explained that this was out of highway funds also.
- 2024 Patrol Trucks - Fried stated that this was medium as there may be other funding options. Hegeman stated he would like to order these as soon as possible as they take so long to get. Fried stated that there currently are 5 trucks on order and we are waiting for all of them. Smigielski stated this is a request for a General Fund transfer. Discussion regarding the funding sources of the trucks ordered. Consensus was that it was a high priority but a funding source needs to be determined.
- Highway Construction Federal Projects – Fried stated this should be a high priority to take advantage of other funding sources. Hegeman went over different accounts balances. Holewinski stated that we should see the break out of roads and the replacement plan to see how the Highway is progressing. Schreier stated that should be up to the Highway Department and the Highway Committee to determine.
- Highway Construction General Fund – Fried reported that this is the \$1.2 Million annual ask and an additional \$400,000 ARPA request. Fried stated this was rated high.
- Highway Construction ARPA – Hegeman explained how this would help keep them on track with the highway plan. Hegeman stated that this is trying to expedite what needs to get done. Fried stated that a certain amount of

miles needs to be completed each year to stay on the replacement plan. Schreier stated this is a one-time fix and we are not funding the Highway like we should be. Schreier stated that the cost have increased. Discussion regarding how different funding sources work for the Highway Department.

- 2023 Patrol Trucks – Fried stated that they are looking at forgiving the loan and funding it with ARPA funds instead. Discussion that this was a high priority.

#### **Oneida County Tourism Council -**

- Oneida County Tourism Distribution Piece – Consensus that this was rated as a low priority. Holewinski stated that they were looking for a bit more information. Krystal Westfahl reported that they have been working on this for over 10 years. Westfahl114 stated that there are trails that need to be mapped. Westfahl feels that they need a print piece to hand out and what they have currently is outdated. Westfahl stated that there are many silent sports trails that are not GPS'd that need to be done, many are in the form of hand-drawn maps only. Fried asked if there were any other funding options available.

#### **Highway -**

- Highway Construction – Presentation by Shawn Lentz from Ehlers.

**Discuss Capital Project funding options:** Lentz stated that there are unique challenges with levy limitations and funding projects. Lentz noted that committees and boards make the decisions. Lentz stated that this would help the county go forward with options. Lentz went over how levy limits works. Lentz went over one year notes and that there would be a debt service payment. Smigielski stated this is what Vilas County does. Lentz reported that this would raise the debt ceiling and raise the taxes. Discussion that this gets paid off each year. Lentz explained how much the taxes would increase based on a one year loan. Lentz stated this is one option. Lentz stated there is a 10 year promissory note. Lentz stated this spreads the costs and repayment out over years but allows to raise the levy outside of the levy limit. Lentz reported that this would need to be issued prior to approving the levy and the budget for 2024. Lentz stated this could be done on the same day.

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

Next meeting date set for September 13, 2023 at 12:30 p.m.

#### **Adjournment:**

Chairman Fried adjourned the meeting at 11:03 a.m.