

**JOINT MEETING OF CAPITAL IMPROVEMENT PROGRAM  
SUBCOMMITTEE/PLANNING AND DEVELOPING  
COMMITTEE/ADMINISTRATION COMMITTEE  
FRIDAY, NOVEMBER 22, 2019  
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 10:00 a.m. in Committee Room #2, 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. Jensen gave some direction on what the committee needs to accomplish.

**Approve amended agenda:** Motion by Sorensen/Fried to approve today's agenda with the order of the agenda at the Chairperson's discretion. All aye; motion carried.

**Approve minutes of August 30, 2019:** Motion by Jensen/Fried to approve the minutes from August 30, 2019. All aye; motion carried.

**Administration Committee Direction for the Capital Improvements Program (CIP) Committee - Project Justification - Recommend Projects for 2020 and 2021 -**

Jensen reported that the goal today is to review project justification and look at what projects should be recommended in 2020 and 2021. Fried stated that he feels the CIP Subcommittee has already ranked the projects and today's process should be rather simple. Jensen feels that the goal for today is to look at the project rankings and create a definitive plan for 2020 and 2021.

**CIP 2014 - Present: Summary and Review –** Jensen gave an overview of how the Capital Improvement Subcommittee came about and what the purpose has been since 2014. Jensen gave an overview of the process and how it has changed over the last few years. Jensen also stated that as the budget has become tighter some of the items that used to be in a department budgets have become a capital improvement project. Sorensen expressed concern with the projected revenue in stumpage and inmate revenue being included in the budget. Discussion regarding the general fund, the balance and the purpose of the general fund. Discussion regarding the amount to be used from the general fund for CIP projects. Smith stated that she would recommend only using \$4.1 million from the general fund which would leave \$2 million available for next year in case of an emergency or an unplanned expense. Discussion regarding the five year plan.

**Projects Approved in 2020 Budget –** Jensen gave an overview of the projects that were approved in the 2020 budget. Radio Infrastructure at each Tower, E911 Center and Minocqua Dispatch Backup (E911 Center Furniture and Flooring Updates), Phase III Radio - Mobiles for Squad Cars, Land Info/Treasurer/Planning and Zoning: Real Property Software (Non-AS400 products) and Land Information/Planning and Zoning: Impervious Surface Mapping from Aerial Imagery. Fried stated that the projects that were approved fit the budget that was approved and did not necessarily follow the rankings by this committee and that there are other projects that are needed in 2020.

**2020 CIP Projects Not Approved in 2020 Budget** – Jensen would like the committee to look at the remaining projects to create a plan to present to the administration committee.

a) Buildings and Grounds

- i) LEC Video Surveillance Upgrade and Health/ADRC Implementation and Storage – Jensen gave an overview of the need for the camera's. Sheriff Hartman explained the camera usage. Hartman explained that the way the pods are set up there is one jailer that watches the cameras for the pods to watch for inmate safety. The cameras are also supposed to be recording each of the pods, however, the cameras are failing and not recording at all times. Hartman also reported that in order to maintain the contract with the State for inmates the County needs to be PRIA compliant and without the cameras operating the jail isn't PRIA compliant. Fried reported that the Public Safety Committee voted that this project is a very high priority. Discussion regarding not funding the ADRC/Health Department portion of the project. Brunette reported that this would save approximately \$8000. Discussion regarding funding this project within the Sheriff's Office budget. Sheriff Hartman stated that this could not be funded in the current Sheriff's Office budget. Sheriff Hartman stated that he believes this project ranks higher than the LEC Body Scanner and Taser Replacement.

Motion by Jensen/Fried to suspend the rules and take items 7(c) at this time.  
All aye; motion carried.

b) Sheriff

- i) LEC Body Scanner and Property Room Retrofit – Hartman explained the need for the body scanner. Hartman explained the liability to the county if there is a death in the jail due to someone bringing something into the jail. Discussion regarding other benefits to the body scanner. Hartman stated that he would rank this 2<sup>nd</sup> in his list of projects.
- ii) Taser Replacement – Hartman reported that the tasers are a use of force option to be used by the deputies on the street and corrections officers in the jail. Hartman reported that the tasers are starting to fail and they have had three failures on the street. Hartman stated that if the tasers are not approved for next year he will be removing the current tasers from the equipment carried by the deputies. Hartman explained the other use of force options that will be used if tasers are not available to the deputies. Hartman stated that he believes workers compensation claims will rise if the tasers are not available due to higher force arrests. Discussion regarding who has tasers. Discussion regarding funding within the Sheriff's Office. Hartman stated that he would rank this 3<sup>rd</sup> in the list of projects for the Sheriff's Office.

c) Information Technology

- i) Infrastructure Upgrade – Rhodes reported that there have been a number of outages due to failures within the last few weeks due to old switches. Discussion regarding the need for the switches and the potential difficulties if a switch goes out. Discussion regarding leasing versus purchasing. Discussion regarding adding the 2021 project into the 2020 project. Rhodes stated that if this isn't approved and there is a failure there will be

departments that will not be able to use their computers. Rhodes would rank this 1<sup>st</sup> for his projects.

- ii) Server/Storage Upgrade – Rhodes explained the server/storage upgrade. Rhodes explained that this is part of a security issue. Discussion regarding the current way data is stored vs using cloud storage. Rhodes stated that if this isn't approved there would be hardware that wouldn't be compatible with Microsoft updates and security updates. Rhodes would rate this 2<sup>nd</sup> for his projects.

Motion by Fried/Jensen to suspend the rules and address 8(a)(iii). All aye; motion carried.

## **2021 Capital Improvement Program Projects**

### **a) 2020 Projects forwarded to 2021**

#### **i) Buildings and Grounds**

- 1) Courthouse Air Supply and Handling System – Brunette gave an overview of this project and the concerns with potential damage to the historic part of the building. Brunette reported that they have purchased some water sensing devices and the staff would be notified if there was a water leak. Brunette explained the potential cost and possible savings.
- 2) Courthouse ADA Access – Brunette discussed this project and it's connection to the single point entry proposal. Brunette explained that the Courthouse ADA access could be a standalone project and the benefits of the project. Discussion regarding the funding and the need for the County Board to weigh in on single point entry. Sorensen stated that he would like to see this project removed from the 2021 CIP list and not addressed until discussed by the County Board. Proposed

### **b) Proposed**

#### **i) Buildings and Grounds**

- 1) Courthouse Security - Single Point Entry - Sorensen stated that he would like to see this project removed from the 2021 CIP list and not addressed until discussed by the County Board.
- 2) Courthouse 3rd Floor Renovation - Phase II (needs to follow Phase I) – Brunette explained that the 3<sup>rd</sup> floor renovation would include adding attorney/client meeting rooms, public restrooms and adding separate areas for waiting. Discussion regarding space and how it would be utilized. Discussion regarding the corresponding 2019 CIP for architectural work and engineering. There is currently \$100,000 set aside for that 2019 project. Motion by Fried/Sorensen to return the \$100,000 that was approved for the courthouse third floor renovation phase 1 and return it to the general fund. Discussion regarding how this would be handled through a budget amendment at the Administration Committee. All aye; motion carried.
- 3) Courthouse Window Replacement – Brunette reported that the estimate that has been given is a guess and the true cost is unknown. Brunette reported that she believes that there would be some efficiencies, however, the amount is unknown. Discussion about this being in 2021 or 2022.

## **2020 Projects Not Approved in 2020 Budget**

a) Social Services

- i) Vehicle Purchase – Smith reminded the committee that Social Services was already able to reduce their budget by \$8,000. Smith would like to see this remain in the budget for 2020 and 2021. Discussion regarding the cost and how to pay for replacement in the future. This will be left in the list for 2020 and 2021.

b) Highway Department

- i) County Highway Reconstruction – Jensen stated that in 2019 \$350,000 was funded by the general fund and \$100,000 in tax levy for \$450,000 total highway reconstruction. Jensen stated that the \$100,000 tax levy was returned to social services in 2020. The current recommendation is to fund \$950,000 for highway reconstruction for 2020 with \$240,000 to come from a grant and \$710,000 to come from the County general fund. Discussion regarding the funding and what is needed. Sorensen expressed a concern with this amount.
- ii) Vehicle Service Bay Exhaust System – Jensen explained this project and the engineering study. The cost of this in 2020 would be \$225,000 and \$500,000 in 2021. This will be kept in 2020.
- iii) Highway Facility Options for Fuel System Upgrade and Brine Building / Storage Building Projects – Option 1: Current Facility - Option 2: Current Facility - West Side Expansion - Option 3: Current Facility - East Side Expansion - Option 4: New Site Facility - Option 5: Current Facility and Offsite Lease/Purchase - Jeri Cooper, highway department, reported that the fuel system upgrade needs to be completed or the State will shut the fuel system down. Discussion regarding funding this from within the budget. There is currently \$87,000 in the budget for a portion of the upgrade. Sorensen stated that at some point the County is going to need to look at the ongoing renovation costs needed to keep the current facility updated and looking at the cost to building new. Jensen would like to see the fuel system upgrade proceed with the full project upgrade at \$300,000. Jensen presented the 5 different options for the brine facility. Discussion regarding the price tag of \$408,000 and what that includes.

12:14 – Sorensen excused.

**2021 Capital Improvement Program Projects**

a) 2020 Projects Forwarded to 2021

i) Highway

- (1) Patrol Truck Purchase – Jensen stated that this is a second patrol truck. Cooper reported that there are patrol trucks that are 24 years old. Discussion about if this is necessary for 2020. Smith reminded the committee that the Highway Department is a proprietary business and they should be able to fund equipment purchases through it's own funds. Discussion regarding funding, projects and revenue for the highway department. Jensen stated that he believes this should be moved out of 2021 for discussion in 2022.

ii) Information Technology

- (1) Board Member Tablets – Jensen stated that he believes this should be moved off of CIP Projects and would need to be addressed during a future budget process.

- (2) Video Conferencing – Rhodes stated that he felt that this should be removed from the list. He stated that he has not had buy in from other departments. There were only two departments that felt this would be a benefit.
- iii) Finance
  - (1) Electronic Reporting - Accounting Software Replacement – Discussion regarding this project, what is included in the software and when it could be implemented. Smith reported that this is a part of moving off the AS400. Smith would recommend moving this to 2022.
- iv) Social Services
  - (1) Additional Office Space and Storage – Discussion regarding this project and the benefits. Discussion regarding alternative grant funding. Rideout stated that she believes this project could be moved to 2022.
  - (2) Vehicle Purchase – This will be left in 2020 and 2021.

**Recommendations to the Administration Committee** – Discussion regarding items that were moved and budget needed for 2020 and 2021. The 2020 projects have remained the same and are anticipated to cost \$2,746,000.00 above what was approved by the County Board in November. The 2021 CIP Projects are now budgeted at \$2,237,500, 2022 projected cost is now \$3,832,200.00. Fried would like to have the Administration Committee take the 2020 projects to the County Board to educate the County Board about the projects and have a further discussion about funding.

**Public comment/communications - None**

Jensen adjourned the meeting at 12:55 p.m.

Respectfully submitted,  
Tracy Hartman, Recording Secretary  
Oneida County Clerk