

**Minutes**  
**CAPITAL IMPROVEMENT PROGRAM SUBCOMMITTEE**  
**FIRST FLOOR CONFERENCE ROOM - ONEIDA COUNTY COURTHOUSE**  
**December 8, 2023**

**Call to order:** Chairman Fried called the meeting to order at 8:36 a.m. in the First Floor Conference Room of the Oneida County Courthouse. The meeting was relocated to the First Floor Conference Room due to construction noise in the Oneida County Board Room.

**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 September 13, 2023.**

**Motion/Second: Schreier/Cushing** to approve the Minutes Approve minutes of September 13, 2023. All "Aye"; Motion carried.

**State and Local Fiscal Recovery Funds (SLFRF):** Fried stated the intent is to review where we are with the timeline for the ARPA funds and the status of where current projects are.

- A. Obligations under the Interim Final Rule update – Finance Director Smigielski stated both her and Corporation Counsel Fugle attended a webinar put on by the IRS that further refined the definitions of ARPA funding. Fugle went over the Powerpoint handout that was distributed. Fugle stated that the deadlines have been clarified. Fugle explained that December 31st of 2024 is the deadline to obligate the funds and December 31, 2026 is the deadline for spending the funds. Fugle went over the definition of what is obligated. Fugle stated there is no wiggle room and the projects need to be paid for by 2026. Fugle went over different potential issues. Fugle stated that when deciding on spending the money, we need to make sure that it's a project that you know will be completed by 2026. Discussion regarding contracts and obligating funds.

*Bob Almekinder entered at 8:50 a.m.*

**Status Updates - ARPA Projects**

- A. Public Health
- Delivery of Services – Health Department Director Linda Conlon stated that this project is for the small safety improvements at our mass clinic sites and for educational and promotional material for respiratory illness season. Conlon stated that they have not expended all of the dollars for the end of 2023 and the 2024 allotment is \$7,200 for the year. Conlon explained that the intention was to do a contract for the years 2025 and 2026 for respiratory mailings. Conlon noted that with yearly increases in postage the expectation is for the cost to increase. Conlon stated that she will look into a contract. Fried advised Conlon to connect with Corporation Counsel on the contract.
- B. Buildings & Grounds
- Courthouse Annexed Roof Replacement – Facilities Director Troy Huber stated that we were allocated \$375,000 for the project and there is still funding in the account. Huber explained that they are waiting to complete the walkway, the weather will not allow at this time. Huber stated that this project will be completed in the spring.
  - Courthouse HVAC Phase 1 – Huber stated that this project is completed and there are some remaining funds. Smigielski noted that there is a Resolution in the process of going to the County Board returning those excess funds.
  - Courthouse HVAC Phase 2 – Huber stated this started in October and is still in progress. Huber noted that it is expected to be completed in the next month.

- Dept. of Social Services Office Remodel – Huber stated that this is complete with remaining unspent funds that will be returned. Smigielski confirmed that this will also be returned via Resolution to the County Board.
  - LEC Jail Plumbing & ICON Project – Huber stated this is complete and the full funds were used.
  - Courthouse Window Project Consideration for Possible Funding – Fried stated that this has been on the CIP list as a CIP project for years and was always pushed back. Huber stated that Marvin Windows was giving a huge discount if the project was done in the next year. Huber explained that this would include the historic part and the annex. Huber reported that the discount is quite significant and they are also trying to apply for a grant. Huber noted that they need to apply for the grant and do not expect a reply until March. Holewinski stated they should apply for the grant money first and see what happens before they reserve any ARPA funding. Kennedy advised that this project would still need to be put out for bid. Fisher stated that they are looking into grants and they may not need ARPA funding. Fisher reminded the committee that this was a project since 2014 and kept getting pushed back due to costs. Fried stated that after we have looked into other funding sources, we will determine if there will be money to supplement this project. Huber stated that there is funding left from the dome renovation from years back and that amount could also be applied to this project.
- C. Finance
- Single Audit Fees – Smigielski stated there is a contract that the portion of your audit fees related to ARPA can be billed to ARPA. Smigielski stated that if the Human Service Center disbands, grants will increase and audit fees will also increase. Smigielski stated this would be something that if there were excess ARPA funds that could easily be billed out.
- D. Information Technology
- ERP Upgrade – Rhodes stated they are in the next phase, accounts receivable and soon payroll will be started. Smigielski noted that the first phase is completed and paid for, the second phase will not be paid until it is completed.
  - ITS Cybersecurity Programs & Projects – Rhodes stated that they are right on track and anticipate that everything will be obligated and paid for by 2024.
  - Polycom System – Rhodes stated that this is going well and the jail portions are up and running. Rhodes stated there will be an ongoing yearly licensing fee in the amount of \$500 per place setting. Rhodes noted that the Sheriff's Office has three for a total of \$1500 per year. Rhodes explained that the courtroom's fees should be paid for by the state. Rhodes reported that this project is expected to be paid for by the end of this year. Rhodes noted that the cost for this was a lot less than originally asked for. Rhodes stated they went to different vendors and got a better deal, so there will be ARPA funds returned.
  - Paperless County Board Agenda – Fried stated that this was discussed and if there was ARPA funding left over there would be an interest in this project. Schreier suggested that we should give direction to get some numbers to determine if this is something we want to go forward with. Fried stated that if implemented, the target date should be before the new County Board would be in place. Fried reported that he would put this topic on the Administration Committee.
- E. Medical Examiner
- Radios – Smigielski stated that there was not an update received but the request for the full amount of the project has been submitted for payment.
- F. Oneida Co. Econ Development
- Broadband Middle/End of Mile Expansion – Smigielski stated this was money allocated and she is not aware of the status. Smigielski stated that Verdoorn is responsible for maintaining these funds.
- G. Register of Deeds
- Back Indexing – Register of Deeds Kyle Franson stated the contract is in the amount of \$102,000, and he expecting to utilize all of the funding. Franson reported that it is anticipated that this project will be completed April or May of 2024 and an invoice will be issued.
- H. Social Services
- Children Serv. Support Worker – Social Services Director Mary Rideout stated that the Children's Service Support worker was expected to be funded to 2025. Rideout stated that with the new information on the rules they may be looking at moving funding around. Rideout reported that the intent of this position is to reduce out of home costs. Rideout stated that they have been bringing costs down so what they are doing is working. Discussion ensued regarding grant funding.
  - Criminal Justice Coordinating Committee – Rideout stated that they have been using this funding to match the TAD grant. Rideout stated that there may be some questions for the 2025 match money. She

will look at these funds and to see if there were other ideas they can come up with. This would maybe need to go back to the County Board depending on the solutions presented.

I. Solid Waste

- Landfill Entry & Parking Lot – Smigielski stated that there was a final bill submitted. Cushing stated that this project is completed and the money is spent. Smigielski stated she would need clarification on the final bill from Jolin. Discussion regarding the funding sources for the project.

J. Highway

- Backup Generator – Highway Commissioner Alex Hegeman stated that Almekinder was putting together some specs for the generators. Almekinder stated a company came in and provided some estimates and \$143,000 was the bid for just Minocqua. Almekinder stated that he may be able to reduce cost significantly. Almekinder stated the expectation is to save the total project approximately \$200,000 with completion expected in 2024.
- Highway Construction supplemental funding – Hegeman stated no dollars have been expended yet for this project. Hegeman stated that this will be put out for bid around February or March. Hegeman does not expect to return any funds.
- Patrol Trucks (2023) – Hegeman stated that these were ordered in January of 2023. Hegeman stated he does not know when the trucks will be here. Hegeman stated that 2021 was the last time they received a new truck, there will be eight trucks on order with none delivered. Fried stated that there is a concern with the new changes in ARPA criteria and we really want to keep an eye on the situation. Discussion regarding the ARPA funding being used timely.

**Discussion:** Cushing listed the amounts of ARPA funding that are potentially going to be returned. Smigielski stated that approximately \$400,000 may be returned.

**Projects Pending Funding Availability** – Fried stated that the following projects were not approved but were to be looked at if there was remaining ARPA funding left.

- A. Social Services/ITS/Public Health – HIPAA Policy Update – Rhodes stated the original request was for an outside consultant to update the HIPAA policy. Rhodes explained that this would be an actual system that will keep the County in compliance. Rhodes stated this is for a three-year contract and in the future the different departments would need to split the costs. Rideout stated that this looks to be a long-term solution and will keep the County updated annually. Fried stated that we need to open the remaining ARPA funding to all staff with projects and prioritize. Rideout stated that the consultant and software-system has the knowledge of the law and the constant changes. Rhodes stated this also does training and this is ongoing.

**Motion/Second: Cushing/Almekinder** to approve the use of ARPA funds for the HIPAA Policy project in the amount of \$39,000.

**Vote: 4 Aye; 1 Nay, Fried**

**Motion:** Adopted

- B. Oneida County Tourism Council – Mapping Project – Fried stated that this project is a compilation of all of the trails. Krystal Westfahl stated we need to get the GPS coordinates for these trails. Westfahl reported that they have looked at different printing mechanisms and they have been able to reduce some of the costs. Westfahl stated they are ready to take action when they get the approval. Westfahl noted that there are a total of 38 trails that needs to be done. Westfahl explained that the snowmobile trails were done by the snowmobile clubs and other volunteers have completed additional trails. Schreier stated that this is not a high priority but it is a good investment. Schreier noted that there are a good amount of people utilizing these trails. Fried stated that we should keep this in the queue but we need to open this funding to other departments and rate all of the projects. Schreier commented that this is a shovel ready project and with the new restrictions we need to keep that in mind.
- C. Other Projects/Programs – Smigielski stated that we will need contracts in by March 31<sup>st</sup> 2024. Smigielski explained that the projects that are still outstanding by March 31, we will need to have contracts to review so that we meet our timelines. Fried suggested that Smigielski should send out an email to the department heads to see if there are other projects to be considered. Cushing stated that this should be a shovel ready project and they need to know the deadlines. Smigielski noted that the department heads were given a lot of opportunities to submit projects and this documentation is already on file. Smigielski asked for clear direction. Fried stated that we could look at CIP projects that did not get approved or to fund an existing project at a

higher level. Smigielski reported that we do have existing CIPS that could be funded with ARPA funding. Smigielski stated there is concern that starting the process over again could put us behind. Fried stated that Smigielski should bring existing CIP requests that may qualify especially any of the projects using General Fund dollars. Discussion of current projects.

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

January 12, 2024 at 8:30 a.m.

**Adjournment:**

Chairman Fried adjourned the meeting at 11:01 a.m.