

Capital Improve Program Subcommittee
September 30, 2014
Minutes

Committee members present: Chair Robb Jensen, Billy Fried, Karl Jennrich, Jack Sorensen, Margie Sorensen.

Others present: Sheriff Grady Hartman, Chief Deputy Dan Hess and Lt. Lloyd Gauthier (Sheriff's Department); Lynne Grube (ITS); Luann Brunette (Buildings & Grounds) and Kerri Ison.

Call to order: Chairman Robb Jensen called the meeting to order at 8:30 a.m. in the First Floor Conference Room of the Oneida County Courthouse noting the meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting Law.

Approve agenda: Motion by Sorensen/Fried to approve today's agenda as presented. All ayes; motion carried.

Approve minutes: Motion by Sorensen/Fried to approve the minutes of 9/23/14 as presented. All ayes; motion carried.

Capital Improvement Program review and evaluation: Sorensen provided copies of the questions provided to department heads regarding specific projects. Committee members will weight each project using the forms provided. There is a time slot open on the budget hearing agenda to discuss recommendations to the Administration Committee on 10/7/14.

Department Head input:

Sheriff Hartman, Hess and Gauthier were present to discuss the CIP requests for the Sheriff's Department/Law Enforcement Center.

- Armored Rescue Truck (ART): The current ART was paid for by the state 10 years ago. The vehicle has 18,000 miles on it and has an expected lifespan of 15 years. Oneida County (one of nine ART regional districts) has been offered an \$114,000 grant to use toward the purchase of a new ART but the funds must be spent by 6/30/15.

The vehicle is used in high-risk, high-liability situations for officer/public safety. A list of callouts was provided for review (60 times since 2007). A new ART is equipped with up-to-date technology, has room to carry a gurney and is able to go off road in rural/wooded areas. The current vehicle is diesel-powered which causes communication issues and does not have as much ground clearance. There are no reserves to help cover the additional costs. Discussion followed regarding use, mutual aid and the possibility of selling the current ART to help defray the expense.

- Computer Forensics Lab: This lab is used to deal with computer crimes such as child pornography, child predators, etc. The State does not provide these services from Wausau. Madison offers these services but the backlog is so great it can take six months to a year to complete an investigation. The computer has already been installed and in use. A two-payment plan was agreed upon with the vendor and the first

payment of \$90,000 was made in 2014. Hess negotiated a lower payment for the second installment (\$58,000), saving \$32,000.

- Jail Pod Equipment Desks: Current desks are falling apart and will not work with the new controllers which are being replaced in 2015. Jail assessment funds have been depleted on ComTech upgrades, camera monitors and door locks.

Grube was present to discuss CIP requests for ITS.

- Virtual Desktop (VDI) Hardware/Software Licenses: This is the third and final phase of installing CITRIX for approximately 80 users. There are 93 desktops in use that are 5+ years old; replacement cost \$62,000. Allows for central upgrades to users instead of site visits and provides increased mobility.
- UW-Extension phone system: Current phone system is 20+ years old and has functionality issues. Cost to upgrade to current Courthouse system is \$21,000 but includes \$12,000 in switching equipment for the computers which will need to be replaced in 2016. New system is portable and is identical to equipment at the Highway Department. Leasing is expensive, based on past experience with the Health & Aging building. Grube doesn't believe there will be a cost savings by going to new equipment but does believe it is needed.

Brunette was present to discuss CIP requests for the Buildings and Grounds budget.

- Third Floor Renovation: There are concerns regarding courthouse security for the third floor. Plans include shifting offices/storage areas to use space more efficiently as well as provide secure access to the courtroom for the Judge. The new hearing room cannot be used as it is not setup for a trial, is used by visiting judges and is used when court schedules are overbooked. Any renovations should be done prior to installed physical barriers and video surveillance to avoid additional spending. She agreed numbers are a very soft estimate. It was suggested spending funds on design prior to committing a large sum to this project.
- HVAC at Health & Aging Building: The H/A building is currently serviced by nine residential furnaces (which need frequent repair) and nine outside residential air conditioners. A cost-savings study was suggested to find the most efficient, cost-effective equipment prior to spending such a large sum.
- Social Services Bathroom upgrade: The bathrooms in the Social Services Department are in need of repair (broken tiles, etc.) but are still functional. A portion of the funds is available through a continuing appropriation account. Since Social Services returns funds to the general fund each year it was suggested decreasing the Social Services budget and increasing the Buildings and Grounds by \$5,000 to complete the project.
- Courthouse Condenser Coils: Coils need to be replaced to ensure the third floor has air conditioning. Brunette is uncertain of payback due to lifespan of part, but it may provide some efficiencies. Funds are not available in continuing appropriation accounts.

- Paving of Health & Aging parking lot: Funds for the paving project were repurposed to the building overhang project which was approved at the September County Board meeting. There is a fund balance remaining.
- Courthouse Furniture and Equipment: Replace chairs in Committee Rooms 1 and 2, jury rooms and Corporation Counsel Conference room. This is a three phase project repurposing the best chairs to other rooms.
- UW-Extension Renovation: Per the lease agreement it is the County's responsibility to upgrade the leased space. The Airport has committed to renovate the large meeting room/kitchen area. A study is being done by North Central WI Regional Planning Commission regarding duplication of services concerning UWEX, Land Conservation and Planning & Zoning. It was suggested waiting to commit funds until the study is complete. It is expected by the end of the year.

Other projects:

- Digital Ortho Photography: Arial photo project to be covered by fees. The project supports other departments, businesses and the public.
- Almon Park Parking Lot: Request for \$28,000 each year for five years to repave parking lot in 2019. This would be tax levy dollars.

After hearing department head input on specific projects, the CIP Committee held a lengthy discussion regarding each project. The following are the CIP Committee recommendations to the Administration Committee:

Priority	Project Name	Recommendations/Comments
A	UW-Extension Phone system	\$21,709 from general fund. Do not spend until NCWRPC study is complete.
A	VDI Hardware/Software License	\$80,000 from general fund. Phase 3 of project.
A	Almon Park Parking Lot	\$28,000 on tax levy for 2019 project.
A	Courthouse Condenser Coils	\$15,000 on tax levy, operational cost of B&G.
C	Third Floor Renovation	\$300,000 estimate. \$40,000 from general fund to do a design/efficiency study. Revisit project after study for action.
	Courthouse Furniture	\$6,000 on tax levy 2015-2017.
C	HVAC - Health & Aging Building	\$400,000 estimate. \$10,000 from general fund for cost-savings and plan proposal. Revisit project after study for action.
C	Jail Pod Equipment Desks	Under \$25,000 limit for CIP. Suggest using remaining 2014 departmental funds.
A	Social Services Bathroom Update	Under \$25,000 limit for CIP. Fund balance of \$10,000. \$5,000 on tax levy from Social Services to B&G budget.
D	UW-Extension Renovation	\$100,000 cost estimate. Review after NCWRPC study is complete.
C	Health & Aging Facility parking expansion/parking lot	\$45,000 cost estimate. \$10,000 fund balance. Balance TBD after pending sale of adjacent property.

A	Digital Ortho Photography	\$125,000. Fully funded by fees.
B	Lenco BearCat Armored Vehicle	\$275,000 cost estimate. \$114,000 state grant, County contribution limited to \$100,000 from the general fund. Sell current machine with proceeds going towards purchase. Additional funding to come from departmental budget.
A	Computer Forensics Lab	\$58,000 from general fund to pay off remaining balance. (2 nd installment.)

It was the CIP Committee's recommendation to allocate \$309,709 from the general fund to complete 2015 projects. Pending further studies, additional funds for projects may be allocated if approved by County Board.

Sorenson will summarize recommendations and provide to committee members by the end of the week.

Public comment/communications: None.

Items for next agenda: The next meeting will be held during the first quarter of 2015.

Adjournment: Motion by Sorensen/Fried to adjourn at 11:12 a.m. All ayes; motion carried.

Respectfully submitted,

Kerri Ison, Recording Secretary

Robb Jensen, Chair