

Capital Improvement Program Subcommittee
June 17, 2015
Minutes

Committee members present: Chair Robb Jensen, Billy Fried, Jack Sorensen and Jack Sorenson. Excused: Karl Jennrich.

Others present: Larry Mathein (Medical Examiner); Sheriff Grady Hartman, Dan Hess and Jill Butzlaff (Sheriff's Department); LuAnn Brunette (Buildings & Grounds); Lynn Grube (ITS) and Kerri Ison (recording secretary).

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. The meeting was properly posted and mailed in accordance with the Wisconsin Open Meeting Law and the facility is handicap accessible.

Approve agenda: Motion by Sorensen/Fried to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried.

Approve minutes: None at this time.

Presentations by Department: Specific departments were asked to attend to answer questions regarding their requests.

Medical Examiner: Request to replace current Ford Explorer. Mathein expects cost to be \$38,000 to purchase new vehicle after trade or sale of current vehicle. He anticipates a 4-5 year cycle to replace vehicles, which can be put in the budget as tax levy each year.

Sheriff's Department: Hartman and Hess reviewed the list of CIP projects submitted. Highlights include:

- Next Generation 911 Dispatch: A timeframe has not been set for this project; however, they wanted the County to be aware of the project.
- Phase III Radio: Requesting replacement of 50 portable radios worn by Sheriff's Department staff; compatible with Next General 911 system with replacement of mobile radios in 2018.
- Taser replacement: 2020 priority.

Sheriff's Department/ITS:

- Sheriff's Department Microsoft Application Server: replacement of main Sheriff's Department server which is five years old. Unable to operate 24 hours without server. Priority (1) for 2016.
- Netmotion Software Upgrade: current software will end of life at end of 2015. Priority (1) for 2016.

- Mobile computers (mcads) in squad cars: request to replace XP Toughbook laptops in squad cars as new TRACS will not run on XP. Cost \$14,330 per year through 2018.
- SAN Data Repository: shared data storage for Sheriff's Department and Land Information; servers get data from here. It is not end of life and could be replaced with larger servers until purchase of updated New World software in 2017. If replaced, servers can be smaller which can be lower cost.
- Purchase New World hardware and software upgrade: all physical hardware and software to run New World and incorporate new mapping changes made in 2015. Priority for 2017.

Sheriff's Department/Building & Grounds:

- Law Enforcement Center Chiller maintenance: equipment is halfway through expected life expectancy. Requesting \$10,000 for preventative maintenance to keep temperatures steady. Sorenson suggested setting up a major maintenance account each year.

Discussion followed regarding continuing appropriation accounts. Sorenson noted some are legally restricted. Jensen requested a list of the current accounts.

- Law Enforcement Center recoat jail showers, holding cells and bull pen area: areas are in need of maintenance due to lifting tiles, mold, mildew and difficulty in cleaning. Is also currently an area of concern in state jail inspection report which could cause loss of revenue from the potential to house out-of-county/ state prisoners. Cost of doing all three areas realizes a discount. Brunette will look at cost to do one area at a time versus all at once. Committee questioned if funding is available in the jail assessment fund to help offset cost. Hess will report back to Sorenson.
- Law Enforcement Center eye wash stations and bathrooms: Requesting \$20,000 to install eye wash stations in the garage and mezzanine and install bathroom near BG maintenance shop. Employee safety issue as no bathroom available in the immediate area.

Buildings & Grounds:

Brunette reviewed status of 2015 projects:

- Condenser coils on Courthouse HVAC equipment were installed on 6/8/15.
- Third Floor Renovation Project: \$40,000 was set aside for 2015 for a study which has not been done at this time. Cost is actually \$49,500 and includes evaluation, plans, state submittal and permits due to historic area. Funding can be carried forward to 2016 for the study.
- Courthouse Furniture/Equipment: Chairs (26) were purchased for the First Floor Conference Room, Committee Rooms 1 & 2 and Corporation Counsel Conference Room. Included \$6,000 in 2016 budget to replace chairs in the jury rooms.

- HVAC Systems at Health & Aging Building: In 2015 \$10,000 was set aside for a study but waiting until the Courthouse study is complete.
- Jail Pod Desks: Sheriff's Department has funds left over from 2014 for the project. Electrical work begins on 6/30/15; equipment has been ordered.
- UWEX renovation: \$100,000 request resubmitted for 2016. Request split into two parts: \$40,000 for air quality and \$60,000 for renovation of leased space. The Airport has committed \$26,500 of budgeted funds to air quality issues.
- Social Services bathroom project should be completed in August.
- Health & Aging Building roof edge was funded by resolution and is nearly completed.
- Physical barriers in Courthouse (Courthouse Security Expansion): Expect to address County Clerk, Treasurer and LRES areas in 2016.

Brunette provided updated list of capital improvement projects and reviewed in detail. Highlights include:

- Replacement of HVAC stand-alone unit that cools and dehumidifies ITS equipment. Cost is \$60,000 to protect an estimated \$685,000 worth of IT equipment. Unit is over 25 years old and has exceeded end of life expectancy by 10 years. Fried felt this project should be done immediately due to potential damage/replacement cost of ITS equipment. Discussion followed.
- Expansion of video surveillance/camera switching system: If cameras are installed, this equipment will be necessary. Provides for larger Internet tunnel, wiring, and switching. May also serve Internet to entire enterprise.

Sorensen was excused at 11:26 a.m.

ITS: Grube provided list of capital improvement projects and reviewed in detail. Highlights include:

- Tablets for Supervisors: Funds allocated in 2015 and 2016. Discussion followed regarding cellular service or only Wi-Fi connectivity. Grube felt all should be the same to help with learning curve.
- Replace Email Archival appliance: Appliance will reach end of life in October 2015. Replace to continue archiving email for quick reference and to easily comply with open records requests.
- Replace folder stuffer machine: Current equipment is nine years old, is failing and is expensive to maintain. Equipment saves staff time and outsourcing costs.
- Instant Recovery Server: High priority; will be used to recovery any of the 80 servers in the County – 10 of which are critical to enterprise operations. Able to recover \$1 million worth of data.
- Redundant Core Data Switch: Request is for an additional switch as backup. If current switch fails without a backup all computers, phones, etc. will be non-operational.

Departments were asked to rank projects for 2016 and submit to Sorenson as soon as possible. Discussion followed regarding funding.

Jensen discussed road maintenance and options for funding CIP request by the Highway Department.

Sorenson provided analysis of uses of general fund money dated 4/13/2015. She also provided a handout for 2012-2014 non-budgetary increases/decreases noting the general fund balance has accumulated over time. A list of general fund continuing appropriation balances, sorted by department, was also distributed. Discussion followed.

The next meeting was scheduled for 6/25/15 at 9:30 a.m. Departments will prioritize lists for 2016 and submit to Sorenson by the next meeting.

Public comment: None.

Items for next agenda: CIP review and evaluation.

Adjournment: Motion by Fried/Jensen to adjourn at 12:00 p.m. All ayes; motion carried.

Respectfully submitted,

Kerri Ison, Recording Secretary

Robb Jensen, Chair

Approved by Subcommittee on 6/29/15