

Capital Improvement Program (CIP) Subcommittee
September 19, 2016
Minutes

Committee members present: Chairman Robb Jensen, Billy Fried, Karl Jennrich, Jack Sorensen, Margie Sorenson and Kerri Ison (recording secretary).

Call to order and Chairperson's announcements: Chairman Robb Jensen called the meeting to order at 9:15 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. There were no announcements.

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

Approve minutes: Ison noted a correction to the minutes of 9/14/16. Page 2, second to last bullet item: "AODA" should read "ADA". Motion by Sorensen/Jensen to approve the minutes of 9/14/16 as corrected. All ayes; motion carried.

Department Presentations: Jensen noted if all 2017 CIP projects are approved as submitted, the total cost is \$1.578 million. 2018: \$2.6 million. 2019: \$1.1 million. There is currently \$3-\$4 million of general fund money that could be used for the County to still be in good financial condition. At some point, the County may need to bundle/borrow so committee members were urged to think about whether or not projects could be put off to a future year.

Sorenson noted the CIP Summary is available on the network (ALLSHARE) for those who wish to review it.

Sheriff's Department:

- Sorenson noted the jail assessment fund has an estimated balance of \$72,000; estimated revenue for 2016 to be \$30,000. Hess noted there are outstanding expenses to be covered by this fund (est. \$25,000).
- Phase III Radio (\$200,000): Project is to replace 53 portable radios worn by staff members. Current radios are eight years old and discussion was held regarding risks and advantages of replacing the radios. Sorenson noted Oneida County has a policy of utilizing equipment until it is "used up". It was noted this was a 2016 CIP request pushed to 2017. Discussion followed. Sheriff Hartman felt the risk is manageable if there is a higher priority project, but does not want to push it more than one more year. Committee members felt that perhaps the mobile radios (in squad) and the radio infrastructure could be done at the point of bundle/borrow.
- LEC jail holding cells/bullpen area (\$64,000): Renovation to fix vandalism, reduce mold and increase efficiency of maintenance.
- LCE additional booking station (\$40,000): Addition of booking station to help make intake more efficient, especially with taking in state prisoners. Discussed using a portion of jail assessment funds. Brunette/Sheriff did not want to deplete the jail assessment fund as this account is used to fund emergency replacements/repairs throughout the year. Brunette discussed how the kitchen equipment is 16 years old and is used around the clock every day. There will be additional stress on this equipment due to the state

prisoner load. Discussion followed. Committee felt \$20,000 from the jail assessment fund could be used to help fund the booking station project. Discussion followed regarding prisoner revenue being set aside to be used specifically for LEC projects versus rolling balances to the general fund to be used for the good of the county as a whole. Sorenson noted the Administration Committee can designate a fund within the general fund for a specific purpose.

- New World Hardware Refresh (\$137,746): This project is high priority. New World will no longer be refreshed and corresponding software is eight years old. In preparation for Next Gen 911 in 2018, hardware must be updated. Flint believes hardware will remain the same and will not change with the implementation of Next Gen. Discussion followed regarding the implementation of TRAX in 2008. It was noted the fund balance is \$52,000 with approximately \$10,000 in outstanding expenses.
- Clerk of Courts counter renovation (\$35,000/\$75,000): renovation of counter to provide E-file terminals and make the counter ADA accessible. Cost depends upon ballistic material used for barrier. Brunette will contact the District Court regarding what materials must be used.
- Treasurer's Office counter renovation (\$55,000): renovation of counter for security, ADA accessibility.
 - Brunette noted that both counter renovations were requested in 2012, but projects were postponed as it was determined security cameras were a higher priority. The fund balance is not enough to cover both renovation projects. Lengthy discussion followed regarding safety, nature of the job, liability, etc. Sorenson felt courthouse security funds should be used for these projects.
- Physical Barriers in Offices (\$88,397): After discussing the Clerk of Courts and Treasurer's Office counter renovations, it was felt this fund balance should be used to fund those projects with additional funds to come from the general fund. Sorenson noted this account is funded at \$15,000 per year to which can be used for other departments. Lengthy discussion followed.
- Electronic Voting (\$27,000): Quote is based on dedicated voting system. Committee discussed reasons of support and non-support of project.
- Desktop/laptop/printer equipment updates (\$51,784): Flint noted this project will focus on the replacement of seven year old computers. It is a high priority due to security vulnerability.
- Replace servers older than 2010 (\$50,380): Flint noted this is a high priority project due to functioning. Having standby servers online will save maintenance/warranty costs.
- Exchange Email upgrade (\$72,101): Flint noted email is the foundation of communication for the departments and is vital to the operation of the County. Jensen believes the department heads are very supportive of this project.
- Office 2016 (\$92,120): Flint discussed using Office 365 or Office 2016. Office 365 is the most up to date and includes continuous updates. Cost is \$30,000 per year, each year. Office 2016 has an estimated life of six years at a cost of \$92,120 versus Office 365 at a cost of \$172,368 for same time period.

Capital Improvement Program review and evaluation: Sorenson will update the spreadsheet and add a column for ranking. Committee members were asked to provide their ratings to her and she will compile results for the meeting on 9/21/16.

Public comment/communications: None.

Items to be included on next agenda: Nothing additional.

Adjournment: Motion by Sorensen/Jensen to adjourn at 11:35 a.m.

Respectfully submitted,



Kerri Ison, Recording Secretary



Robb Jensen, Chair

