

**Capital Improvement Program Subcommittee**  
**September 14, 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 9:02 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/Fried to approve today's agenda. All ayes; motion carried.

**Capital Improvement Program review and evaluation:** Jensen reviewed the list of projects that were cast forward from prior years. Included are: Phase III Radio project (Sheriff's Department), Medical Examiner vehicle replacement, Courthouse Wi-Fi installation (recently completed) and UW-Extension remodel.

Sorensen noted any remaining funds from projects completed under budget will be returned to the general fund. Overages will be handled through departmental budgets or contingency fund. The 2017 proposed budget is currently \$500,000 over the levy limit. This does not include health insurance costs as they have not been received at this time.

Discussion was held regarding the possibility of bundling projects for bonding in the next few years. Sorensen noted bonding should be done for non-recurring expenses such as infrastructure (i.e. building repair, construction, roads). Discussion followed regarding interest rates, construction costs, availability of contractors, general fund status and use.

It was the consensus of the Committee to request staff from the Sheriff's Department, ITS and Buildings and Grounds appear at the next meeting to discuss their CIP projects and answer any questions the Committee may have. Sorensen will notify them of the meeting along with questions regarding specific projects.

The CIP Committee reviewed and discussed each of the 2017 project requests in detail:

- Medical Examiner - vehicle replacement (\$40,000): Discussion followed regarding purchase versus lease of a vehicle. Revenue is generated from mileage for Forest County. There is a replacement schedule/contingency fund in place for future purchases.
- ITS - Electronic voting (\$27,000): Pros/cons of project were discussed. Committee would like to know what this includes or is it strictly for voting.
- ITS - Desktops/laptops/printer equipment updates (\$51,784): Replacement of seven year old equipment; lifespan of typical computer three years. Discussion held regarding Citrix and budget changes for the department.
- ITS - Exchange Email upgrade (\$72,101): Software is seven years old. Email is critical to conducting everyday business. Sorensen believes department heads would support this expense unanimously. Committee questioned risks if not updated.

- Sheriff's Department – New World hardware refresh (\$137,746): Software is seven years and in order to update software (Next Generation), hardware must be upgraded. Committee requested Sheriff's Department staff appear at next meeting.
- ITS – Office 2016 (\$92,120): Currently Office 365 is included in the ITS budget at a cost of \$32,000/year. Office 2016 is an alternative to a recurring yearly expense. Some employees currently work with 2010 and some with 2003. Is this a high priority for departments?
- ITS – Replace servers (\$30,572): Equipment currently seven years old. Savings in maintenance costs due to warranties.
- Standby server (\$19,808): Eliminate hardware maintenance expenses and reduce downtime in case of a failure. Committee felt both server projects should be lumped together as one does not meet the \$20,000 minimum limit. Committee also questioned use of Cloud storage.
- Sheriff's Department – Phase III Radio project (\$200,000): Replacement of portable radios originally requested in 2016. Committee questioned how many spares are available, failure rate of current radios, are the costs for both phases tied together, how does this fit in with Next Generation software and can this be pushed to 2019.
- Clerk of Courts – Counter Renovation (\$35,000): space to accommodate e-file users and increased security. Discussion held to use fund balance of security account as \$15,000 is allocated each year for security.
- Buildings & Grounds – Elevator replacement (\$150,000): Current elevator is operational but is over 35 years old and replacement parts are not available. Committee questioned pushing off to future year. Buildings and Grounds gave a low priority at this time but want project on the radar.
- Buildings & Grounds – Courthouse exterior repair (\$120,000): Fund balance designated for maintenance. Will not reduce general fund.
- Buildings & Grounds – Courthouse security expansion (\$88,397): fund balance available. Discussion followed regarding using this fund balance for Treasurer and Clerk of Courts renovations. Discussion held regarding other security measures to reduce the need for department renovations for safety.
- Buildings & Grounds – Paving of Health & Aging parking lot (\$60,000): Staff parking lot, currently gravel. Fund balance of \$11,000. Committee questioned cost of current maintenance on this lot.
- Sheriff's Department – Recoat Jail holding cells/bull pen area (\$64,000): Concern was raised during state inspection, increase safety and efficiency. Committee discussed using funds (all or part) from jail assessment fund.
- Sheriff's Department – Additional booking station (\$40,000): Combine with jail holding cells/bull pen project. Committee again discussed funds (all or part) coming from jail assessment funds.
- Buildings & Grounds – Update lighting at all facilities (\$44,624): Update fixtures to LED to realize energy savings. Simple payback in two years.
- Buildings & Grounds – Treasurer counter/copy room renovation (\$55,000): Increase security, worker safety and offer AODA accommodations. Discussion held to use fund balance of security account as \$15,000 is allocated each year for security.
- Highway – Road construction (\$250,000). No discussion.

**Public comment/communications:** None.

**Items to be included on next agenda:**

- 9/19/16 at 9 a.m. Departmental presentations.
- 9/21/16 at 9 a.m. Program ranking.

**Adjournment:** Motion by Sorensen/Jennrich to adjourn at 10:55 a.m. All ayes; motion carried.

Respectfully submitted,

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Kerri Ison, Recording Secretary

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Robb Jensen, Chair

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