

CAPITAL IMPROVEMENTS PROJECTS (CIP) COMMITTEE MINUTES

Room 213, West Square Building, Baraboo WI

Friday, July 13, 2018

Present: Kerry Beghin, Alene Bolin, Ian Crammond, Pat Gavinski, Lynn Horkan, Tom Kriegl, Kevin Lins, Steve Pate, Matt Stieve, Tara Thompson, Scott Von Asten, Jennifer Vosen, Bill Wenzel and Phil Wedekind

The meeting was called to order by at 3:00 PM. Certification of open meeting compliance was given. **Motion by Von Asten, second by Lins to nominate Kriegl to act as Chair for the meeting, close nominations, and cast a unanimous ballot. Motion carried. Motion by Lins, second by Von Asten to adopt the agenda. Motion carried.**

Public Comment: None

Review and Consideration of Capital Improvement Plan: Beghin recapped the process and criteria for inclusion in CIP Plan. She noted it is a big picture look with eye to functional, financial and organizational capacity. Results of committee get distributed back to departments and oversight committees for additional consideration.

Health Care Center (HCC)

Assisted Living Facility: Vosen noted a request for proposal (RFP) identifying county needs and the additional steps to move forward with possible design and construction for campus expansion is underway. Funding and revenue sources are undetermined, depends on direction and type of expansion before funding can be determined. Ad hoc committee formulated areas for the RFP. Components or lack of components of the RFP were discussed. Discussion about keeping project as placeholder but moving project to 2021.

HCC-Tractor Replacement: HCC has 55 acres of land to maintain. Current equipment purchased in 1998/2003 has outlived useful life. Purchase one tractor to replace two pieces of equipment for ground maintenance. Will sell some existing equipment to offset the cost.

Highway

Gavinski noted in previous years paving and facility repairs were all combined in equipment replacement. 2018 has items detailed separately. Funding sources were discussed.

Equipment Replacement: Plan to replace and repair equipment to maintain reliability.

Various Shop Yard Paving: Maintain county highway multiple properties yards and locations.

Various Roof Repairs: Maintain and repair multiple highway facility roofs.

Various highway road projects: Planned highway construction projects were noted. Gavinski confirmed this plan keeps County on pace with current road quality. Goal 10 miles per year. Road construction costs and pavement/repair standards were discussed. Additional goal is to do more preventative maintenance to make roads last 30 years.

Circuit Courts

Fourth Jury Courtroom: Law Enforcement & Judiciary Committee moved this to 2028, as placeholder for possible judicial expansion. Bolin noted this shows to the state that we are ready if the State determines to add the additional judge. The County is low on the list as far as need, so it is safe to say it won't be soon.

UW-Baraboo/Sauk County: Wedekind said 2019 request is for normal maintenance and capital. The unknown changes with the merger resulting from the UW Platteville merger were discussed, curriculum future is uncertain. Committee noted large expenditures are at least 3 years away and have time to plan after the Campus direction is determined. Discussed the outdated master plan, updating the master plan is on hold until campus direction is settled.

Building Services

Communications System Upgrades (every year): Recurring CIP item to maintain the county network of communication channels including fiber network.

Highway and LEC Data Channels Upgrade to new IP Based System (2019): Crammond reviewed the upgrade and status of transition to IP based systems.

Tactical Channels Upgrade to new IP Based System (2020): After this upgrade all LEC will be IP based.

Replacement of Tower Road Tower Site (2021):

Additional (new) site development at Bug Tussel Tower Sites (2022 and 2023):

Transition to all new internet protocol (IP) based radios at each tower site with future expansion to provide wider area coverage. Crammond reviewed the need for all tower facilities be 12x26 square feet, insulated, and temperature controlled to handle new internet protocol (IP) channels and equipment.

Tuckpointing / Caulking of Facilities: Ongoing inspections, maintenance/repairs of caulk and tuckpoint joints on facility concrete panels and stones. Every year worst areas are repaired.

Communications Center-Radio Console replacement (replacement every 10 years, next in 2025): Main dispatch radio system utilized for communications with all Fire, EMS, Law Enforcement, Highway and other public service agencies. Recurring budget item, existing equipment was installed in 2003 and replaced in 2015. Life expectancy is 10-12 years. Digital/IP based systems need to be updated and current to operate. This planning helps to have a smooth budget rather than sporadic spikes.

Courtroom Sound System/Video Arraignment Upgrade: Upgrade the sound and video arraignment systems in Circuit Court branches.

Energy Measures Courthouse (CH), West Square (WS), and Law Enforcement Center (LEC): This is an ongoing effort to implement identified cost saving measures. Unused funds are carried forward. Current projects conducting an assessment focusing on third party solar installations as well as other energy cost saving items. With technology ever changing this continues to be an ongoing effort.

Parking: Expand parking area and allow for run off. Run off options were discussed.

Building Security: Implement security measures from the 2016 Security Analysis. In the beginning stages of a plan for redesign. Amounts are a budget placeholder. The Committee discussed levels of security for the Court House.

2019 Intrusion Alarm, Door Window Replacement: System to notify if alternate doors or windows are used.

2019 Office Barriers, West Entrance Redesign: Fortify areas that have been identified as higher risk and redesign main courthouse entrance to make more attractive and maintain ADA compliance and allow space for security equipment.

2020 West Entrance Redesign Construction: Upgrading the entrance area.

2021/22 Continued Recommended Implementations: Continue implementing potential recommendations from study.

Camera Upgrade for LEC: Interior infrastructure upgrade, implement IP based cameras and obtain better coverage in the facility.

Replace Roofs: CH Annex 2019, WS 2020, LEC//Huber 2023: Budget annually for needed maintenance on facility roofs.

Elevators – Courthouse Annex: When elevator hydraulic cylinders do not pass pressure inspection it will need to be replaced immediately. Amount was budgeted in 2017, will carryforward until needed. Elevator is from 1966 and to date continues to pass inspection.

Furnace Replacements – Humane Society and Sheltered Workshop: Aging infrastructure at facility, replacements over a two year period. Discussed the facility needs, specifically the Humane Society.

LEC Freezer/Cooler: Necessary replacements when equipment is no longer repairable.

Space Needs Study/Remodel of Facilities: For all facilities in general to best use our facilities into the future. Many departments need more space. Amount includes dollars for renovation. An extensive study needs to take place.

Courthouse Water Feature: Interactive natural water feature in Courthouse square area. Recommended by Property & Insurance Committee for 2019, an interactive water feature to gather around. Crammond noted ongoing maintenance is unknown.

Carpet Replacement - Law Enforcement Center (Administrative & Jail): Replace carpets in phased approach and carryforward as needed to complete.

Re-Gasket, Check Bearings on Chillers West Square/Courthouse 2024, Law Enforcement Center 2026: Replace as scheduled maintenance chillers at County facilities.

County Board Room Audio-Video Equipment Replacement: Improve equipment to current technology, possibly include blue tooth and iPad capability. Add video capability to County Boardroom gallery for public meetings.

Management Information Systems (MIS) Pate noted all projects are long term maintenance of systems.

Phone System Upgrades Ongoing appropriations to update countywide phone and voice mail systems. Systems are constantly changing and linked into the computer network.

9-1-1 Phone System Replacement (replacement about every 7 years, next in 2021): Replacement of system annualized for future replacements. Amounts carried forward until replacement needed.

Network Infrastructure - Switches, routers, Uninterruptible power supplies, etc.:

Network Infrastructure - Core Switch Replacement in Main Data Center:

Network Infrastructure - Core Switch Replacement at LEC Data Center:

Network switching and routing hardware exist throughout Sauk County facilities and are the backbone for computer network communication. Many of these devices are in excess of 10 years old and are in need of replacement. Routine replacement of network hardware. Two Core Switches (Law Enforcement Center and Historic Courthouse) are being placed on a 7-year cycle, the typical lifespan for service contract coverage.

Virtual Infrastructure Upgrade: The main infrastructure that hosts and stores all county systems and servers.

Parks

North End Boat Landing Improvements: Stieve reviewed the improvements for pier, pavement and restroom.

Shoreline Protection Project: Stabilize Baraboo River shoreline at Douglas Landing Park. Required to maintain the area for recreation. If not protected as recreational, it would not be able to be used in the Baraboo River Corridor and future recreation.

White Mound County Park Plan –Master Plan/Recreational Options: Stieve noted Parks' first goal is to create a master plan indicating recreational needs for \$25,000 in 2019. Other projects like disc golf or mountain bike trails are estimated at \$32,000 for 2020.

White Mound County Park – Barn Removal: 1920/30 barn needs to be removed, planned for 2020. Currently use this building.

Existing Park Office Remodel: Repair and remodel to accommodate other uses such as restrooms, storage or rental after new building is constructed.

Committee discussed entrance remodel, scanners and design in Building Services budget. Crammond noted that currently there are no hard design or cost numbers and the project is not strictly security but also ADA compliance and other infrastructure needs.

Motion by Von Asten, second by Kriegl to approve plan with a plan change of moving \$4.5 million of the HCC Assisted Living Facility to 2021, and separate the Parks \$57,000 to \$25,000 master plan in 2019 and \$32,000 recreational improvements moved in 2020.

Motion to amend Von Asten's motion by Kriegl, second by Lins to amend the project description for Building Services West entrance redesign/construction \$1.25 million in year 2020 to exclude space modification for scanners and to include ADA modifications. Motion carried, with Wenzel opposed.

Amended motion carried.

Public Comment: None

Motion by Wenzel, second by Von Asten to adjourn the meeting. Motion carried.