

**MEETING OF ADMINISTRATION COMMITTEE**  
**MARCH 13, 2023**  
**Minutes**

**Committee members present:** Chairman Billy Fried, Ted Cushing (zoom), Russ Fisher and Steven Schreier (zoom).

**Committee members absent:** Tom Kelly

**Call to order:** Chairman Fried called the meeting to order at 9:00 a.m. in the County Board Room of the Oneida County Courthouse. The meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible.

**Approve agenda:** Motion by Cushing/Schreier to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

**Approve minutes:** Motion by Fisher/Fried to approve the minutes of February 13, 2023. All aye; motion carried.

**Public comment:** None

It is anticipated that the committee will go into closed session pursuant to section 19.85 (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Topic: Bug Tussel Bonding Update). It is anticipated that the Committee will return to Open Session by Roll Call Vote to consider the remainder of the meeting agenda.

Motion by Cushing/Fisher to go into closed session at 9:03 a.m. Roll call vote: Fisher, aye; Fried, aye; Schreier, aye; Cushing, aye. 4 aye, 0 nay, 1 absent, motion carried.

9:13 a.m. – Supervisor Kelly arrives.

Motion by Cushing/Kelly to return to open session at 9:48 a.m. Roll call vote: Fisher, aye; Fried, aye; Kelly, aye; Schreier, aye; Cushing, aye. 5 aye, 0 nay, motion carried.

**Announcement of action taken in Closed Session, if such announcement will not undermine the need for the closed session –** Fried announced that while in closed session a motion was made and seconded to direct Corporation Counsel to work with the Bond Counsel, Financial Consultant, Finance Director and any others needed in drafting a letter that will go to Bug Tussel for a formal request of some information for this committee to review and discuss prior to any resolution coming to the County Board for the bonding of broadband. The motion was unanimous in support of that direction.

**Resolution authorizing Oneida County to enter into the Settlement Agreements with Teva Pharmaceutical Industries Ltd., Allergan Finance, LLC, Walgreen Co., Walmart, Inc., CVS Health Corporation and CVS Pharmacy, Inc., Agree to the Terms of the Addendum to the MOU Allocating Settlement Proceeds, and Authorize Entry into the MOU with the Attorney General –** Fugle reported that this is the second of the opioid settlements and authorizes Oneida County to join into the settlements. Fugle gave an overview

of how the funds can be used. Fugle reiterated that this is the second set of settlements and there will be others coming in the future. Motion by Fried/Kelly to approve the resolution and forward to the County Board for approval as a consent agenda item. All aye; motion carried.

**Discuss revisions to Oneida County Code Section 3.11 Budget Responsibility –**

Smigielski gave an overview of recommended changes to the code. Smigielski gave an overview of the current process for line item transfers and proposed changes to the process. Discussion regarding line item transfers and at what point the committee of jurisdiction would need to approve line item transfers. Discussion regarding allowing department heads to make line item transfers as long as there is funding within their budget and only needing to come to the committee of jurisdiction if funding from elsewhere is needed. This will be brought to the department head meeting next week and will be brought back to the Administration Committee next month.

**Discuss revisions to Oneida County Code Section 3.09 Purchasing –** Smigielski

presented the purchasing and accounts payable process as it currently stands and presented a proposed process for purchase orders and for vendor payments. Discussion regarding the proposed process. This will be brought to the department head meeting next week and will be brought back to the Administration Committee next month.

**Resolution to Amend Resolution #17-2022 Returning Coronavirus Local Fiscal Recovery Fund (CLFRF) back to Oneida County American Rescue Plan Act (ARPA) Contingency which were previously allocated for the purpose of CDBG CLOSE Grant Administration Services, General Engineering Company –** Motion by Fried/Fisher to approve the resolution and forward to the County Board for its consideration as a consent agenda item. All aye; motion carried.

**Resolution to Amend Resolution #42-2022 Returning Coronavirus Local Fiscal Recovery Fund (CLFRF) back to Oneida County American Rescue Plan Act (ARPA) Contingency which were previously allocated for the purpose of the Law Enforcement Center Jail Security Glass Replacement Project -** Motion by Fried/Kelly to approve the resolution and forward to the County Board for its consideration as a consent agenda item. All aye; motion carried.

**Resolution to Request Coronavirus Local Recovery Fund (CLFRF) allocated to Oneida County through the American Rescue Plan Act (ARPA) for the purpose of PVC Roof Replacement on Quonset for Transfer Station Dumpsters –** Smigielski reported that this was in the adopted ARPA plan and has been approved by the public works committee. Motion by Fried/Cushing to approve the resolution and forward to the County Board for its consideration as a consent agenda item. All aye; motion carried.

**Resolution approving a Change Order to the Sikich LLP Auditor Contract –** Smigielski gave an overview of the auditor contract and requested that the single audit contract be extended by three years. Smigielski reported that this will also include purchasing a software package for contracts for \$2500. Motion by Fried/Kelly to approve the resolution and forward to the County Board for its consideration as a consent agenda item. All aye; motion carried.

**Resolution to Request Additional Coronavirus Local Fiscal Recovery Fund (CLFRF) allocated to Oneida County through the American Rescue Plan Act (ARPA) for the Purpose of Audit Fees -** Motion by Fried/Fisher to approve the resolution and forward to the County Board for its consideration as a consent agenda item. All aye; motion carried.

**Resolution to Amend Section 23.07 of the General Code of Oneida County – Dog License Fees** – Fried presented the updated proposed changes to dog license fees. Motion by Fisher/Cushing to approve the resolution and forward to the County Board for its consideration as a consent agenda item. All aye; motion carried.

**Vouchers, reports, purchase orders, line item transfers and updates:**

Finance

- ERP Upgrade Status Report – Smigielski gave an overview of the ERP upgrade.
- Cash and Investment Report – Smigielski presented the cash and investment report.
- General Investments Report – Smigielski presented the general investment report.
- Sales Tax by Month – Smigielski presented the sales tax report.
- Motion by Fried/Cushing to approve the vouchers as presented. All aye; motion carried.
- Motion by Fried/Kelly to approve the Line Item Transfers as presented. All aye; motion carried.

ITS

- Motion by Fried/Mott to approve the ITS Line Item Transfers and vouchers as presented by ITS. All aye; motion carried.
- IT Planning update – Rhodes gave a planning update.
- Out of County Travel Request for up to 3 ITS Team Members to attend the annual GIPAW (Government Information Processing Associates of Wisconsin) Convention – Rhodes gave an overview of the request. Motion by Cushing/Kelly to approve the out of county travel request to GIPAW. All aye; motion carried.
- ITS Cybersecurity ARPA Funded Project Update – Rhodes presented a report of ARPA Funding used to date and proposed 2023 expenses.
- Request for Proposal and map for underground fiber conduit between the Courthouse and the Public Health Building – Rhodes presented a request for proposal to bury fiber optic conduit between the Courthouse and the Health Department. Discussion regarding the project and funding. Rhodes reminded the committee that this would be owned by the county.

11:15 – Cushing excused from the meeting.

- Retain Erik T. Vela to assist in the County's ERP upgrade project for an amount not to exceed \$16,000, funding provided via Resolution # 71-2022 – Rhodes and Smigielski presented a proposal from Erik Vela to assist in the ERP Upgrade project and evaluating the Sheriff's office payroll system and finding a solution to interface with Civic Systems. Motion by Fried/Fisher to retain Erik T. Vela as presented as a consultant to assist the county with the ERP Upgrade. All aye; motion carried.

Treasurer

- Postal Error Refund Policy – Ostermann reported that this year there were a number of residents who's tax payment didn't arrive on time due to postal error. The tax payer is given the option to pay the full property tax and if the first payment is later received the penalty any interest will be refunded, however, the second half payment will not be refunded. Motion by Fried/Kelly to support the policy presented by the Treasurer upon review by Corporation Counsel. All aye; motion carried.
- Statement(s) of cash – Ostermann presented and explained the statement of cash reports.
- Motion by Fisher/Fried to approve the vouchers for the Treasurer's office. All aye; motion carried.

County Clerk

- Motion by Fried/Kelly to approve the County Clerk vouchers as presented. All aye; motion carried.
- Additional TV's for the County Board Room – Discussion regarding the proposed two additional TV's for the County Board Room. Hartman informed the committee that the money will come from the committees budget.

**Public comment/communications:** None

**Adjourn** – Fried adjourned the meeting at 12:35 p.m.

Respectfully submitted,  
Tracy Hartman, Recording Secretary  
Oneida County Clerk