

MEETING OF ADMINISTRATION COMMITTEE
APRIL 10, 2023
Minutes

Committee members present: Chairman Billy Fried, Ted Cushing, Tom Kelly and Steven Schreier.

Committee members absent: Russ Fisher

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/Kelly to approve today's agenda with the order of items at the Chair's discretion. All aye, one absent; motion carried.

Approve minutes: Motion by Schreier/Cushing to approve the minutes of March 13, 2023. All aye, one absent; motion carried.

Public comment – None

Broadband Update – Jeff Verdoorn, Oneida County Economic Development Corporation, reported that Bug Tussel is working on the letter that was sent requesting information. Verdoorn informed the committee that Bug Tussel has reported that there are three other counties that are presenting the 1st bonding resolution to their County Boards this month and then the timeline will start for the second resolution. John Sweeney has spoken with individuals from Marathon County that are working on the broadband project with Bug Tussel regarding their radio towers and has a meeting with them tomorrow to discuss their progress and any concerns they have. Schreier recommended that Oneida County should consider creating a task force for Broadband. Verdoorn reported that the PSC awarded Oneida County \$18,000 for a planning grant to continue planning for next steps for broadband. Discussion regarding Corporation Counsel, Verdoorn and Bug Tussel are meeting to discuss the letter that was sent requesting information. Schreier would like to have a public hearing on the funding options and the amount spent. Mitch Olson, Bug Tussel, stated that the cost per mile will impact the amount of fiber that goes in the ground and the amount of work that is completed. Schreier expressed concern that the committee is now being told that the map that was presented may not be what the final project is based upon the cost per mile. Discussion regarding how much could be completed and clarifying the scope of the project. Olson will have a formal reply ready for the next meeting on April 21st.

Discussion of Intergovernmental Agreements – Fried stated that there has been a discussion about intergovernmental agreements, what an intergovernmental agreement is and how they are used. Fried stated that this issue arose over an intergovernmental agreement between Oneida County and the City of Rhinelander regarding the underground conduit project. Rhodes will speak with Corporation Counsel regarding the agreement with the city for the conduit.

Resolution to Amend the 2023 Budget to Add Underground Conduit Project to the Capital Improvement Plan - Fried gave an overview of the project and the request that has been received. Motion by Fried/Schreier to approve the resolution to amend the 2023 Budget

to add underground conduit project to the capital improvement plan. All aye, one absent; motion carried.

Discuss suspension of rules to permit the Administration Committee to award the contract for the Underground Conduit Project contingency upon funding approval –

Fried reported that this will go before the County Board and if approved will allow the Administration Committee to award the contract once it is received. Motion by Fried/Cushing to put on the County Board agenda a topic to discuss suspension of rules to permit the Administration Committee to award the contract for the Underground Conduit Project contingency upon funding approval. All aye, one absent; motion carried.

Resolution to Return Coronavirus Local Fiscal Recovery Fund (CLFRF) back to Oneida County American Rescue Plan Act (ARPA) Contingency which were previously allocated in Resolution # 61-2022 for the purpose of Tourist Rooming House Licensing and Enforcement Infrastructure – Jennrich reported that the County Board approved funding to enter into a contract with Granicus to help with Tourist Rooming House regulations. Jennrich reported that he does not believe that it is beneficial to the County to continue with the Granicus contract. The Planning and Development committee voted to end the contract with Granicus. Motion by Cushing/Fried to approve the resolution and forward to the County Board for approval as a consent agenda item. Discussion regarding how the regulation will occur in the future. All aye, one absent; motion carried.

2024 Budget Discussion – Fried requested that committee members meet with Smigielski or Fried if there are any changes that they would like to see made to budget hearings.

Resolution to Amend the 2023 Budget to Add Paving of Landfill Entry and Parking Lot, and to Add Courthouse Annexed Roof Replacement Project to the American Rescue Plan Act (ARPA) Program – Fried gave an overview of the two proposed projects. Fried reported that if both projects are approved there may need to be up to \$105,063 used from the general fund. Schreier expressed concern with projects, including these two, that are not coming through the budget process and realistically planning for projects in the future. Motion by Cushing/Kelly to approve the resolution as presented. Fried expressed concern with the resolution and will bring his concerns to the County Board. All aye, one absent; motion carried.

Resolution to Update County Code Section 3:09 to reflect procedural improvements to Purchasing and Vendor Payment processes – Smigielski reported that this resolution and the next are to amend a large portion of the County Code dealing with purchasing and reporting to committees. Fried reported that these two changes will make the best use of the new ERP System. Smigielski reported that this was presented to the department heads at the last meeting. Smigielski worked with the Sheriff's Office and Social Service to make sure that the changes proposed will work with those departments. Smigielski reported that department heads wanted to see the threshold increased to \$25,000 before needing committee of jurisdiction approval. Motion by Fried/Cushing to approve Resolution to Update County Code Section 3:09 to reflect procedural improvements to Purchasing and Vendor Payment processes and forward to the County Board as a consent agenda item. All aye, one absent; motion carried.

Resolution to Amend Section 3.11 Budget Responsibility of the Oneida County Code to enhance budgetary reporting and controls – Motion by Fried/Schreier to approve Resolution to Amend Section 3.11 Budget Responsibility of the Oneida County Code to

enhance budgetary reporting and controls and forward to the full County Board. All aye, one absent; motion carried.

Motion authorizing Oneida County to enter into a service renewal agreement with Maximus and accept the risk to the County under the Limitation of Liability section of the contract. – Motion by Fried/Schreier to authorize Oneida County to enter into a service renewal agreement with Maximus and accept the risk to the County under the Limitation of Liability section of the contract. All aye, one absent; motion carried.

Resolution to Proclaim April 2023 as Fair Housing Month – Motion by Cushing/Kelly to approve the Resolution to Proclaim April 2023 as Fair Housing Month and forward to the County Board as a consent agenda item. All aye, one absent; motion carried.

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

Finance

- Motion by Cushing/Fried to approve the vouchers as presented. All aye; motion carried.
- Humane Society – Line Item Transfer - Motion by Cushing/Schreier to approve the line item transfer as presented. All aye, one absent; motion carried.
- ERP Status Report – Smigielski gave an overview of the status report.
- General Investments Report – Smigielski presented the investments reports.
- Sales Tax by Month – Smigielski presented the sales tax by month report.

Treasurer

- Out of County Travel Request – WCTA Annual Conference – Eau Claire WI – Tara Ostermann – Motion by Schreier/Kelly to approve out of county travel request. All aye, one absent; motion carried.
- Statement(s) of cash – Ostermann presented and explained the statement of cash report.
- Motion by Cushing/Kelly to approve the vouchers for the Treasurer’s office as presented. All aye, one absent; motion carried.

ITS

- Motion by Schreier/Cushing to approve the ITS vouchers and blanket purchase orders as presented by ITS. All aye, one absent; motion carried.
- IT Planning update – Rhodes gave a planning update.

County Clerk

- Motion by Cushing/Kelly to approve the County Clerk vouchers as presented. All aye, one absent; motion carried.

Public comment/communications: None

10:38 a.m. – Recess

10:45 a.m. – Return from Recess

Closed Session - It is anticipated that a motion will be made, seconded, and approved by roll call vote to enter into closed session pursuant to Section 19.85(1)(c), Wisconsin Stats., “considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility” (Topic: performance

evaluation review for ITS Director). A roll call vote will be taken to go into closed session and it is anticipated that the Committee will return to open session by roll call vote to consider the remainder of the meeting agenda.

Announcement of action taken in closed session, or take action based on closed session (NOTE: If the announcement of action taken in closed session would compromise the need for the closed session, the action taken will not be announced. Any action taken in closed session may be announced when the need for the closed session has passed).

Motion by Kelly/Schreier to go into closed session at 10:45 a.m. Schreier, aye; Kelly, aye; Fried, aye; Cushing, aye.

Motion by Cushing/Kelly to return to open session at 11:12 a.m. Schreier, aye; Kelly, aye; Fried, aye; Cushing, aye.

Motion by Cushing/Kelly to forward the IT Directors self-evaluation to LRES. All aye; motion carried.

Dates and items for future agenda/meetings: The next administration committee meetings will be held on April 21st at 1:00 p.m. and May 8th at 9:00 a.m. Future topics: conduit between the Courthouse and ADRC.

Adjourn – Fried adjourned the meeting at 11:15 a.m.

Respectfully submitted,
Tracy Hartman, Recording Secretary
Oneida County Clerk