

MEETING OF ADMINISTRATION COMMITTEE
MAY 8, 2023
Minutes

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

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 Schreier/Fisher to approve the minutes of April 10 and April 21, 2023. All aye; motion carried.

Public comment

Out-of-state travel

Las Vegas, Nevada – International Association of Coroners and Medical Examiners – Lucas Johnson and Ashley Roach – July 15, 2023 to International Association of Coroners and Medical Examiners Training Symposium – Schaub gave an overview of the training and reported that the only cost to the county is the baggage fees, shuttle and meals for the conference. A grant was received to cover the cost of the airfare, conference costs and hotel costs. Schaub estimates the cost to the county will be \$1137.00. Schreier reported that initially this training was going to be covered by a carryover from the 2022 budget, however, the carryover did not occur and the funding is coming from non-personnel line item. Motion by Schreier/Kelly to approve the out-of-state travel as presented. All aye; motion carried.

Resolution to Request Coronavirus Local Fiscal Recovery Fund (CLFRF) allocated to Oneida County through the American Rescue Plan Act (ARPA) for the Purpose of Medical Examiner radios – Fried expressed concern that the amount of the radios is not included in the resolution. Motion by Fried/Schreier to amend line 53 after the word “using” adding “\$22,000 CLFRF Funds”. All aye; motion carried.

Motion by Fried/Fisher to approve the resolution as amended and forward to the County Board. All aye; motion carried.

Planning and Zoning Line Item Transfer – Karl Jennrich, Planning and Zoning Director, reported that they lease space from the Town of Minocqua and the counter in the office is disintegrating and no longer usable. Jennrich reported that this was approved by the Planning and Development Committee and needs approval from the Administration committee since it will be using funds from the general fund. Schreier expressed a concern with rubber stamping projects that are not budgeted for. Schreier asked if this project could be budgeted for next year. Huber reported that this was unplanned and the amount of the decay was unknown until it was moved for carpeting. Discussion regarding if the funding is available in contingency. Jennrich reported that the countertop would be removed if the Zoning Department was no longer in the building. Motion by Cushing/Kelly to approve the Line Item Transfer for Zoning in

the amount of \$8,829. Fisher, aye; Fried, aye; Cushing, aye; Kelly, aye; Schreier, aye; motion carried.

Resolution to Request Coronavirus Local Fiscal Recovery Fund (CLFRF) allocated to Oneida County through the American Rescue Plan Act (ARPA) for the purpose of the Courthouse HVAC Upgrades – Phase II – Huber reported that this was originally earmarked for over \$600,000, however bids came in at \$546,720.00. Motion by Fried/Kelly to approve the resolution in regards to the HVAC Upgrades Phase II and the resolution to include the amount of \$546,720.00 and forward to the County Board for review. All aye; motion carried.

Review and take action on Bids for Underground Conduit Project – Fried read a memo from John Sweeney recommending that the bids are rejected as it is not in the best interest of the county to approve the bids at this time. Fried thanked KES and VanErt. Motion by Fried/Cushing to reject the RFP's as presented to the Administration committee. Schreier expressed concern with the timing and why this was urgent during the last meeting and is now being recommended to not be completed. Discussion regarding the cost of the conduit project. Schreier recommended that this be presented in the CIP Projects for next year of the following year. All aye; motion carried.

Resolution to Oppose Congress Proposing to Rescind “Unobligated” Coronavirus Funds – Smigielski presented that resolution and reported that the Government Financial Officers Association sent out an email that there has been some discussion at the federal level that any unspent Coronavirus Funds be rescinded. Schreier would like to see this forwarded to the other counties as well. Motion by Kelly/Cushing to approve the resolution as presented and forward to the County Board as a consent agenda item. All aye; motion carried.

It is anticipated that the committee will go into closed session pursuant to section 19.85(1)(e) for purposes of 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 (Topic: Bug Tussle Bond Issue) and 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 Finance Director). 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 Schreier/Fisher to go into closed session at 9:51 a.m. Fisher, aye; Cushing, aye; Fried, aye; Kelly, aye; Schreier, aye. Motion carried.

11:11 a.m. – Cushing excused from meeting

Motion by Schreier/Kelly to return to open session at 11:18 a.m. Fisher, aye; Fried, aye; Kelly, aye; Schreier, aye. Motion carried.

Announcement of action taken in Closed Session, if such announcement will not undermine the need for the closed session. Chair Fried announced that there was no action taken in closed session.

Resolution to Approve 2022 Overdrawn Budgets – Smigielski reported that there weren't any non-general funds needing money from the general fund. Smigielski gave an overview of the line item transfers and overages. Motion by Fried/Schreier to approve the resolution to approve the 2022 overdrawn budgets as a consent agenda item and forward to the County board. All aye; motion carried.

Resolution to Create a Part Time Accounting Technician Position – Smigielski gave an overview of the resolution. Motion by Fried/Fisher to approve the resolution to create a part time accounting technical position and forward to LRES for review. All aye; motion carried.

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

Finance

- Sales Tax by Month – Smigielski presented that sales tax by month report. There was a dip for the first time compared to previous years.
- SLFRF Report – A written report was received.
- Motion by Fisher/Schreier to approve Finance Department vouchers. All aye; motion carried. All aye; motion carried.

ITS

- Motion by Fried/Schreier to approve the ITS vouchers and blanket purchase orders as presented by ITS. All aye; motion carried.
- IT Planning update – Rhodes gave a planning update. Discussion regarding the printer contract that is currently being looked at through EO Johnson.

Treasurer

- Motion by Fried/Schreier to approve the vouchers for the Treasurer's office. All aye; motion carried.
- Statement(s) of cash – Ostermann presented and explained the statement of cash reports.

County Clerk

- Motion by Fried/Schreier to approve the County Clerk vouchers as presented. All aye; motion carried.
- Insurance Update – Hartman reported that there have been 8 claims submitted to the insurance company that the insurance company has missed and did not contact the claimant. They are working to fix the situation. Discussion regarding requesting proposals from other insurance companies. Hartman will look into getting proposals.

Public comment/communications: None

Dates and items for future agenda/meetings: The next administration committee meeting will be held on June 12, 2023 at 9:00 a.m. Future topics: Budget Discussion

Adjourn – Fried adjourned the meeting at 12:00 a.m.

Respectfully submitted,
Tracy Hartman, Recording Secretary
Oneida County Clerk