

**MEETING OF ADMINISTRATION COMMITTEE
AUGUST 15, 2022
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 9:30 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 Kelly/Schreier to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

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)(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: Equal Rights Division Complaint). 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/Schreier to go into closed session at 9:32 a.m. Roll call vote: Fisher, aye; Cushing, aye; Fried, aye; Kelly, aye; Schreier, aye. Motion carried.

Motion by Cushing/Schreier to return to open session at 9:54 a.m. Roll call vote: Fisher, aye; Cushing, 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. Fried announced that while in closed session the committee was updated regarding the ERD Complaint and direction was given to staff.

Fried announced that while in closed session the committee was updated regarding the ERD Complaint and direction was given to staff.

Approve minutes: Motion by Kelly/Fisher to approve the minutes of August 4th, 2022 and August 8th, 2022. All aye; motion carried.

Public Comment: None

Community Development Block Grant Close Update: Fiene reported that the Almon Park Shelter project is the only project going through for the County. Fiene reported that the pre-covid estimate was \$60,000, however, the bid came in at \$134,000. Fiene stated that the Forestry Department was allocated \$80,000 from the CDBG Funds, however, with other projects that have dropped out he believes they would be able to get the full \$134,000 from the CDBG funds.

Discussion of information to be made available for the public and to be presented to the County Board regarding Bug Tussle, Broadband and Bonding: Fried reported that previous discussions were that any of the previous information received at meetings should be

released. Motion by Schreier/Cushing to direct the Clerk to make the public records available via a link on the county website. All aye; motion carried.

2023 Finance Budget, Centralized Business Units & Economic Development Trust:

Smigielski gave an overview of the Finance Department Budget and other business units that are included in that budget. Smigielski and Hartman reported that the postage machine will need to be replaced in 2023 and that has been included in the postage budget but will be passed onto departments in their postage costs. Smigielski presented the central telephone, central duplicating budget which are pass through budgets. Smigielski presented the Finance department budget which has an increase of \$36,000 over prior year budgets. Smigielski presented the independent audit, cost allocation plan, central purchasing, regional reference library, general fund transfers in/out, reserve for contingency, general obligation debt offsets, revolving loan fund and economic development trust fund. Discussion regarding the various budgets. Smigielski reported that the Economic Development Trust Fund will be retired in 2023. Motion by Fried/Cushing to approve the finance directors budget as presented and forward to the budget hearings. All aye; motion carried.

2023 Treasurer Budget: Ostermann reported that she is requesting an increase of \$1020 on non-personnel costs. Ostermann reported that there are 2 full-time and 1 LTE during the year and 1 summer LTE. Motion by Fried/Kelly to accept the Treasurer's budget as presented and forward to the budget hearings. All aye; motion carried.

10:48 a.m. recess

10:51 a.m. return to session

2023 ITS Budget: Rhodes presented the ITS reorganization plans. Rhodes reported that a programmer will be retiring in February and at that time Rhodes would like to reorganize and eliminate a programmer/analyst position and create a Network Analyst/Helpdesk Supervisor position. Discussion regarding the personnel cost increases and where the savings would be recognized if approved. Discussion regarding the \$184,498 increase in personnel costs and eliminating the programmer/analyst position and not creating a Network Analyst/helpdesk Supervisor position. Fried asked that the outside contractor budget be decreased. Rhodes said that they are hoping that there will be a decrease in contractor services, however, at this time the impact is unknown. Rhodes stated that they have contracted with an outside agency for website development. Discussion regarding the ITS Budget and the requested \$278,134 increase in non-personnel costs. Motion by Fried/Kelly to move the ITS Budget forward to budget hearings for further discussion and Review. All aye; motion carried.

2023 ITS CIP Projects: Rhodes reported that the first CIP is for the \$983,000 for Cybersecurity Programs & Projects. This will cover updating the domain, network and allow training for security training. Discussion regarding the requested \$983,000 request and the request to suspend the rules and allow the Administration Committee oversight of those funds. Rhodes presented a CIP for \$200,000 to replace the current Polycom Video Conferencing System. Discussion regarding the need for updating the system and why something simpler can't be used. Rhodes reported that within the next year a CIP will be brought forward to replace the phone system. Motion by Fried/Cushing that the projects as presented by ITS be forwarded to the CIP Committee for review and further discussion. All aye; motion carried.

2023 County Clerk Budget, County Board Budget and Risk Management Budget:

Hartman presented the County Clerk budget for 2023. The only increase was for wages in the

clerk's office. Discussion regarding staffing levels. Motion by Fried/Cushing to forward the County clerks budget to the budget hearings. All aye; motion carried. Hartman presented the County Board budget with an increase of \$10,500 due to the increased per diem for County Board meetings. Motion by Fried/Fisher to approve the budget and forward to the budget hearings. All aye; motion carried. Motion by Cushing/Kelly to forward the insurance budget to the budget hearings in October. All aye; motion carried.

Public comment/communications: None

Dates and items for future agenda/meetings: The next administration committee meeting will be held on September 14th at 9:00 a.m. and Wednesday, September 28th at 10:30 a.m. Budget hearings will be held on October 3rd, 4th, 5th. Future topics: Overview of 2023 budget hearings.

Adjourn – Fried adjourned the meeting at 12:19 p.m.

Respectfully submitted,
Tracy Hartman, Recording Secretary
Oneida County Clerk