

MEETING OF ADMINISTRATION COMMITTEE
SEPTEMBER 14, 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 9:00 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 Schreier/Cushing to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

Approve minutes: Motion by Cushing/Schreier to approve the minutes of August 15, 2022. All aye; motion carried.

Out-of-state / out-of-county travel request(s)

- **WGFOA Winter Conference – Delavan Wisconsin – December 1-2, 2022 – Tina Smigielski -**
- **WCTA Fall Conference – New Glarus, Wisconsin – October 18-21, 2022 – Tara Ostermann –**

Motion by Cushing/Kelly to approve the out of county travel as outlined on the agenda item #8 a and b. All aye; motion carried.

Chairman Request for Joint Meeting with LRES Committee – Fried stated that he is requesting a joint meeting with LRES to discuss a strategy for the 2023 budget. Fried stated that the meeting is posted for tomorrow morning at 11:00 a.m.

Set date for public hearing for the National Opioid Settlement – Fugle reminded the committee that per the resolution that was passed there needs to be a public hearing for the National Opioid Settlement. Public Hearing will be held October 13th at 4:00 p.m.

Public comment - None

Initial resolution approving revenue bond financing for Bug Tussel 1, LLC – Fugle expressed concern with this resolution moving forward. Fugle stated that the parameters have been proposed to be changed which would change the resolution. Fugle also stated that there are some concerns with language in the resolution that needs to be clarified. Schreier recommended moving this resolution forward with changes made at the county board meeting. Cushing would like to see this moved forward, however, it should be brought forward as a single supervisor resolution after corporation counsel has had a chance to make changes. Verdoorn noted that it would be better to pick a larger dollar amount for the resolution, for example \$21 million, and if the board changes that amount it can be decreased at that time. Discussion regarding how to proceed. Fried would like Fugle to continue to work on the resolution and have a single supervisor approve the resolution for the County Board meeting on the 27th. Committee gave direction to Fugle to continue to review the initial resolution approving revenue bond financing for Bug Tussel 1 and to work with bond counsel to make changes to the proposed resolution and to bring it forward as a single supervisor resolution. Schreier requested that the committee be kept in the loop on future discussions regarding the

project and bonding.

Resolution to Request Coronavirus Local Fiscal Recovery Fund (CLFRF) allocated to Oneida County through the American Rescue Plan Act (ARPA) for the Purpose of Augmenting the Public Health Department's 2022 and 2023 Delivery of Services for an amount not to exceed \$50,000 - Motion by Schreier/Cushing to approve the resolution as submitted and move to the county Board. All aye; motion carried.

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

Finance

- Motion by Schreier/Kelly to approve the vouchers as presented. All aye; motion carried.
- General Investments Report – June and July – Discussion regarding the general investment report. Smigielski presented the investment reports.
- Sales Tax By Month

ITS

- Recognition of Jason Rhodes 10 years of service – Fried presented Rhodes with a 10 year certificate and thanked him for his work for Oneida County during the last 10 years.
- Motion by Fried/Fisher to approve the ITS vouchers as presented by ITS. All aye; motion carried.
- IT Planning update – Rhodes gave a planning update.
- ITS Projects to enhance cybersecurity – Rhodes reported that they have 5 projects they are currently looking at starting using the APRA funds approved at the last County Board meeting.
 1. KnowBe4 Cyber Security Training – Rhodes explained the training and how this would be used with employees and help with security updates.
 2. Countywide Email Migration – Rhodes reported this would move everyone to a .gov email which is a more secure domain.
 3. Duo Multifactor Authentication – Rhodes explained what this would entail for employees and the benefit to using multifactor authentication.
 4. DSS Migration to County Domain – Rhodes reported this will move the Department of Social Services domain to the .gov domain. This will also move all of the DSS servers and other hardware under the ITS Department.
 5. Security Hardware Upgrades – Rhodes gave an overview on what would be included with this and this directly ties in with the above projects.

Discussion by the committee on future budget costs related to these projects. Rhodes reported that these expenses have been included in the 2023 proposed budget. Schreier questioned if Social Services will be decreasing the budget to account for the ITS Department taking on additional expenses. Motion by Cushing/Schreier to approve the five projects outlined in the amount of \$407,000 from ARPA Funds. Discussion regarding working with Corporation Counsel on the end agreements prior to signing. All aye; motion carried.

Treasurer

- Motion by Fried/Kelly to approve the vouchers for the Treasurer's office. All aye; motion carried.
- Ostermann presented a line item transfer. Motion by Cushing/Schreier to approve the line item transfer as presented. All aye; motion carried.

- Award Bid for 2022 In Rem Title Work – Ostermann presented the title bids that were submitted.
 - Knight Barry Bid - \$225 + \$25 for updates
 - Shoreline Title Bid - \$199 with no update fee
 - Oneida Title bid – \$75 + \$25 for updates
 Ostermann stated that they have worked with all three companies and have no concerns with any of them. Ostermann recommended the Oneida Title Bid. Motion by Fried/Schreier to approve the recommendation of the treasurer and to go with the bid of Oneida Title as presented. All aye; motion carried.
- Statement(s) of cash – July - Ostermann presented and explained the July statement of cash reports.

County Clerk

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

2023 Capital Improvement Plan as recommended by CIP Sub-Committee and ARPA Plan as presented by CIP Sub-Committee – Smigielski presented the 2023 Capital Improvement Plan and the ARPA Plan as presented by the CIP Sub-Committee. Fried thanked the CIP Committee for their work on the proposed projects. Fried encouraged the committee to use this as a resource as the budget is presented.

Resolution to Formally Establish a Highway Equipment Fund – Hegeman reported that the equipment fund over the last several years has been budgeted at \$350,000 and has remained steady. Hegeman stated that they would like to propose changing the way this is allocated in the future. Smigielski reported that this will not impact the tax levy and explained how this fund will be funded in the future. Smigielski reported that there isn't an official equipment fund and this will formalize the fund. Smigielski reported that this rewards the highway department with replacing equipment while it still has value. Discussion regarding the fund. Motion by Cushing/Kelly to approve the resolution to establish the Highway Equipment fund and move it forward to the County Board. Discussion regarding the resolution and striking line 40. All aye; motion carried.

Resolution to Formally Establish a Stabilization (Rainy Day) Fund – Smigielski gave an overview of the resolution. Smigielski reported that this will formalize the past practice as a resolution and will move the “rainy day” fund out of unrestricted general fund to a designated fund. Discussion regarding how this fund would be accessed. Motion by Fried/Kelly to approve the resolution as presented with the deletion of line #36 and forward it to the county board for consideration. 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 the Courthouse HVAC Upgrades – Phase I project – Huber reported that this will replace the chiller at the courthouse. Huber explained that the chiller is continually shutting down and is currently running on borrowed parts and that the chiller is currently 40 years old. Huber confirmed that this has been recommended by the CIP Committee and is using ARPA Funds in the amount of \$210,000. Motion by Schreier/Cushing to approve the resolution as presented and forward to the County Board. All aye; motion carried.

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: Case – 3:22-cv-00460-wmc and In Rem Foreclosure 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 Fisher/Cushing to go into closed session at 10:27 a.m. Fisher, aye; Cushing, aye; Fried, aye; Kelly, aye; Schreier, aye. Motion carried.

Motion by Cushing/Kelly to return to open session at 10:48 a.m. 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 – Chair Fried announced that while in closed session there was no action taken.

Public comment/communications: None

Dates and items for future agenda/meetings: The next administration committee meeting will be held on October 3rd, 4th and 5th for budget hearings with a short meeting on Monday, October 3rd for department issues. Future topics: Budget Hearings.

Adjourn – Fried adjourned the meeting at 10:51 a.m.

Respectfully submitted,
Tracy Hartman, Recording Secretary
Oneida County Clerk