

**MEETING OF ADMINISTRATION COMMITTEE
JANUARY 8, 2024
Minutes**

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

Committee members absent: Tom Kelly

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 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 December 18, 2023. All aye; motion carried.

Public comment - None

Board of Adjustment request for outside legal counsel – Karl Jennrich reported that there is a Board of Adjustment case that involves a cellular tower in Lake Tomahawk and there are some legal issues associated with the appeal and the Board of Adjustment has requested that outside legal counsel is hired. Oneida County Corporation Counsel has stated that they will not represent the Board of Adjustment as they represent Oneida County. Fried clarified that there isn't any funding currently set aside for Board of Adjustment outside legal counsel. Smigielski reported that if this is approved it would need to come from the contingency fund. Discussion regarding what amount should be set for a limit. Motion by Cushing/Schreier to approve up to \$10,000 for Board of Adjustment outside legal counsel to come from contingency. All aye; motion carried.

Project Manager Responsibilities and Funding for Bug Tussel Bonding Project – Fried presented resolution #104-2023 regarding the Oneida County Bond Fund Disbursement and Oversight. Chair Holewinski asked that the Administration Committee review the resolution to confirm that the intent of the resolution is being followed. Fried clarified that John Sweeney has been made the project manager, Collette Sorgel is the County Board member that will report back to the County Board and Tina Smigielski will oversee and approve any disbursements. Smigielski clarified that any disbursements will be approved by Sweeney prior to the finance office releasing the funds. Sweeney reported that he has spoken to Marathon County regarding the escrow release forms and has spoken to Bug Tussel regarding the forms and the accuracy needed on the forms. Sweeney reported that he will be relying on Bug Tussel submitting the forms in good faith.

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

Finance

- General Investments Report – Discussion regarding the general investment report.
- Sales Tax by Month – Discussion regarding the sales tax by month report.

- Receipt of the invoices paid and budget to actual reports.

Treasurer

- Receipt of the invoices paid and budget to actual reports.

ITS

- Receipt of the invoices paid and budget to actual reports.
- IT Planning update – Rhodes gave a planning update.
- Paperless Solution ARPA Project – Fried gave an overview of what is being considered for a paperless solution. Rhodes reported that they are looking at a few different devices and will be bringing options to the February meeting.

Recess – 10:18 a.m.

Return from Recess – 10:20 a.m.

Oneida County Open Records Policy – Holewinski gave an overview of Resolution #26-2021. Holewinski would like to see a resolution brought forward eliminating the language that states the Legal Custodian may seek the assistance of the County Corporation Counsel in responding to any request for public records. Holewinski felt that lines gives the impression that Corporation Counsel must be consulted on open records, however, under state statute the records custodian is the sole person responsible. Motion by Fried/Cushing to amend the general code of Oneida County, Wisconsin Section 1.30 Public Records and remove the line that states “The legal custodian may seek the assistance of the County Corporation Counsel in responding to any request for public records”. All aye; motion carried.

Discussion and recommendation on which Administrative Structure to use in Oneida County and referring the recommendation to the County Board - Holewinski stated that as the County Board Chair he believes it is important that there be a person that can see the entire picture of what is happening between committees. Holewinski believes that a county coordinator that has a better defined job description would be able to fill that role. Fried questioned if this can be accomplished by adding to the job descriptions of existing department heads and holding them to those job descriptions. Discussion regarding how an Administrator would change the ability of department heads and the authority of the County Board. Discussion regarding a County Coordinator position and how that could be changed. Fisher stated that he is in support of a County Coordinator position and would like to see that person have grant writing experience. Fried asked Charbarneau what the weaknesses of the current job description are. Charbarneau reported that there are short-comings with the authority that has been given to the County Coordinator position. Discussion regarding the authority that a County Coordinator has vs a County Administrator. Discussion regarding the reasons that the current structure isn't working in the way that currently is desired. Schreier stated that the current Administrative Coordinator wasn't asked to do what is being discussed. Schreier would like to look at what responsibilities the board believes should be the Administrative Coordinator and how those could be incorporated into the existing structure. Charbarneau gave an overview of the history of the County Coordinator position. Charbarneau reported that years ago the County Coordinator position was vacant and at that time the duties of the County Coordinator were split between the LRES Director, Finance Director and Corporation Counsel's office. Jensen encouraged the committee to look at what governance model best provides Oneida County to deliver the services needed for our constituents. Fried requested that supervisors come up with a list of duties that should be addressed and forward those to the County Clerk. Schreier stated that the SWOT analysis came up with a list of issues that should be addressed. Newman expressed concern with adding duties to the HR Director without considering the

existing duties and how that will all be accomplished. Harris echoed the concerns expressed by Newman. Fried stated that Supervisor Winkler contacted him and would like to see existing department heads looked at to determine if there are areas that they can take on different roles. Smigielski expressed that there should be clarification when the word “budget experience” is used when discussing the job description. Schreier encouraged the supervisors to look at what the role of a County Board Supervisor is.

County Clerk

- Receipt of the invoices paid and budget to actual reports.

Public comment/communications: None

Dates and items for future agenda/meetings: The next administration committee meeting will be held on Monday, January 15th at 9:00 a.m. February 12th at 9:30 a.m. and March 11th.
Future topics: Administrative Structure

Adjourn – Fried adjourned the meeting at 11:38 a.m.

Respectfully submitted,
Tracy Hartman, Recording Secretary
Oneida County Clerk