

**MEETING OF ADMINISTRATION COMMITTEE**  
**NOVEMBER 7, 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 9:05 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; motion carried.

**Approve minutes:** Motion by Cushing/Fisher to approve the minutes of October 3<sup>rd</sup>, October 4<sup>th</sup>, October 5<sup>th</sup> and October 12<sup>th</sup>, 2022. Fried stated that there was a discrepancy between the motion that was made on the medical examiners revenue budget and what was carried through on the budget. Smigielski asked that this discrepancy of \$5000 is documented in the minutes today. All aye; motion carried. Fried thanked the Administration Committee and Department Heads for the work on the budget during the budget hearing. Fried thanked Smigielski for the communication that occurred during the budget hearings with Supervisors and Department Heads.

**Public Comment – None**

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

Finance

- Cost Allocation Plan: Smigielski gave an overview of the purpose of the cost allocation plan and reported that it is used for grant reporting for a number of different departments. Alison Yeakey and Lucas Williamson, Maximus, were present and discussed the cost allocation plan and the benefit to the county.
- General Investments Report – August – Discussion regarding the general investment report.
- Sales Tax by Month – Smigielski reported that the County is continuing to trend higher than previous years and as of the end of September we are at 96% of the 2022 budgeted sales tax.
- Spy Glass Audit recap: Smigielski reported that there will be \$11,295.00 savings per year realized going forward. Smigielski thanked the ITS Department for all of the assistance in completing the audit.
- Motion by Cushing/Fried to approve the vouchers as presented. All aye; motion carried.

**Rhinelanders RH 783 In Rem –** Mayor Kris Hanus was present and reported that the City is looking to get this property cleaned up. Schreier reported that this property has been discussed in the past and based upon discussions with various departments there will need to be a “green team” created to help get this accomplished. Treasurer, Tara Ostermann, informed the committee that this property was a gas station that hasn't been run in a number of years and the property is owned by a company that is no longer in existence and can't be located. Ostermann reported that this property is 10 years delinquent on taxes and every 11<sup>th</sup> year those taxes have to be written off by the county. Sara Chiamulera stated that this property is on the agenda for the Land Records Committee tomorrow.

Ostermann commented that the tanks have been removed and it has been “capped” by the blacktop. Hanus informed the committee that according to past council members the lot has been cleaned, however, there isn't any documentation that has been located to his knowledge. Schreier stated that the next step may be to determine who should be taking the property for cleanup and there needs to be an initial conversation between the City and the County. Discussion regarding next steps.

#### Treasurer

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

**Resolution to Cancel Stale Dated Checks – Motion by Fried/Fisher to approve the resolution as a consent agenda item and forward to the County Board. All aye; motion carried.**

**Resolution to Delegate Oneida County Investment Authority – Motion by Cushing/Kelly to approve the resolution to Delegate Oneida County Investment Authority as a consent agenda item and forward to the County Board. All aye; motion carried.**

**Resolution to Designate Oneida County Public Depositories – Motion by Kelly/Cushing to approve the resolution and forward onto the County Board as a consent agenda item. Discussion regarding the reasons that some of the banks are being removed. All aye; motion carried.**

**Human Service Center Audit and Email Correspondence –** Smigielski reported that she was informed by Keith Haselton that the rebate that was previously discussed by the Human Service Center has been withdrawn. Smigielski also reported that Chair Holewinski requested that a 10 year historical listing of fund balance for the Human Service Center. Smigielski gave an overview of the fund balance for the Human Service Center. Discussion regarding the rebate, the budget and what the county is allowed to do with future budget requests.

**Discuss Joint County Human Services Agreement of Forest County, Oneida County, Vilas County, Human Services Board of Forest, Oneida and Vilas Counties –** Fugle reported that the current contract is from the mid 80's and should be reviewed. The Human Service Center has stated that they have hired an attorney to look at the agreement, however, Fugle believes that this should be developed and resolved by the three counties that are involved as that is who the contract is between. Fried would like to see this return to the Public Safety Committee to give guidance to Corporation Counsel on proceeding. Cushing stated that the Human Service Center has requested for 3 years to have this contract renegotiated, however, for the last three years the three County Board Chairs have not followed through on the request. Cushing reported that the Human Service Center is taking the money that was originally going to be rebated to the County and instead will be setting up an account for future deficits.

**Broadband Bonding Update –** Jeff Verdoorn was present and gave an update on the current project. Verdoorn reported that he has spoken with Mitch Olson from Bug Tussel and they continue to be on board with this project, however, the plan is to wait until interest rates are below 6%. Verdoorn reported that they are working with Bug Tussel and the Land Information office to create maps that will show the proposed broadband locations.

**Resolution to establish a Criminal Justice Coordinating Committee –** Rideout gave an overview of the Criminal Justice Coordinating Committee (CJCC) and the benefits to the County. Rideout reported that the committee will answer to the Public Safety Committee with approval needed from the County Board for any funds. Motion by Fried/Kelly to approve the resolution to establish the Criminal Justice

Coordinating Committee and forward to the County Board as a consent agenda item. All aye; motion carried.

**Resolution to create the Oneida County Criminal Justice Coordinating Committee – Ordinance Amendment –** Motion by Fried/Kelly to approve the resolution to create the Criminal Justice Coordinating Committee 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)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee (Topic: Judicial Assistant Compensation) and (f) for purposes of considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data (Topic: Coverage for Family Medical Leave). 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/Kelly to go into closed session at 10:16 a.m. Roll Call vote: Cushing, aye; Fried, aye; Kelly, aye; Fisher, aye; Schreier, aye; motion carried.

Motion by Cushing/Kelly to return to open session at 10:38 a.m. Roll Call vote: Cushing, aye; Fried, aye; Kelly, aye; Fisher, aye; Schreier, aye; motion carried.

Announcement of action taken in Closed Session, if such announcement will not undermine the need for the closed session

Motion by Fried/Kelly to support the out of class pay increase for the Branch I Judicial assistant with the funds to come from contingency. All aye; motion carried.

Motion by Fried/Kelly to approve the LTE Program Assistance, Branch Two position as presented with the funds to come from contingency. All aye; motion carried.

**Resolution to amend loan from the General Fund to the Solid Waste Department for purposes of capital equipment purchases** – Smigielski explained the proposed resolution. Smigielski reported that this updates past agreements adding quarterly payments and an end date for the loan. Motion by Cushing/Kelly to approve the Resolution to amend loan from the General Fund to the Solid Waste Department for purposes of capital equipment purchases. All aye; motion carried.

**Resolution to amend loan from the General Fund to the Highway Department for purposes of Capital Equipment Purchases.** Motion by Cushing/Fried to approve the Resolution to amend the loan from the General Fund to the Highway Department for purposes of Capital Equipment Purchases and forward to the County Board. All aye; motion carried.

ITS

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

**Resolution to approve the Tax Levy for 2022, Collected in 2023 – Motion by Fried/Cushing to approve the resolution to approve the Tax Levy for 2022, collected in 2023 and forward to the County Board for consideration. All aye; motion carried.**

**Public comment/communications** - None

**Dates and items for future agenda/meetings:** The next administration committee meeting will be held on December 12<sup>th</sup> at 10:00 a.m. Future topics: Public Hearing for Opioid settlement.

**Adjourn** – Fried adjourned the meeting at 10:57 a.m.

Respectfully submitted,  
Tracy Hartman, Recording Secretary  
Oneida County Clerk

DRAFT