

## MEETING OF ADMINISTRATION COMMITTEE

APRIL 8, 2024

### Minutes

**Committee members present:** Chairman Billy Fried, Ted Cushing and Scott Holewinski.

**Absent:** Russ Fisher and Steven Schreier

**Call to order:** Chairman Fried called the meeting to order at 1:30 p.m. in Committee Room 2 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 Holewinski/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/Holewinski to approve the minutes of April 5, 2024. All aye; motion carried.

**Public comment - None**

**Request from the County Transition Oversight Panel for funds to have a review of Koinonia facilities for required maintenance –** Captain Tyler Young reported that he has toured the Koinonia facilities with Chair Holewinski and there are a number of needs within the buildings. Young is requesting that Oneida County approve to have a study completed with the cost not to exceed \$15,000. Young reported that if this is approved he will look for the HSC Board to reimburse Oneida County for the cost of the study. Young gave an overview of some of the issues that were observed. Young stated that there have been a number of upgrades completed to the building, however, there are still a number of issues. Young reported that Driscoll property management handles the building and this building is not to the standards of Oneida County. Kennedy reported that Buildings and Grounds is in support of having the facility assessment completed. Discussion regarding who will oversee the project if it is approved. Young reported that the study will come back to the Oversight Panel and the panel will take it to the HSC Board for completion. Young reported that if the improvements are made he would anticipate the current renters would remain in the building. Cushing stated that he would like to see this given to the HSC Board to be paid. Discussion regarding how to pay for the study. Motion by Fried/Holewinski to approve \$15,000 for review or inspection of the Koinonia center with Captain Young approaching the HSC first for approval, however, if there is a delay the study will be paid for from the contingency fund. 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 Highway Backup Generator Project –** Hegeman reported that they are looking to change the resolution to only include two generators at a cost of \$35,300. Motion by Fried/Cushing to amend the resolution amounts as discussed. All aye; motion carried. Motion by Cushing/Holewinski to accept the resolution as amended and forward to the County board for consideration as a consent agenda item. All aye; motion carried.

**Vouchers, reports (including invoices paid, budget to actual) purchase orders, line item transfers and updates:**

Treasurer

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

- Ostermann presented a mileage report for the first quarter. Motion by Holewinski/Cushing to approve the mileage for Treasurer. All aye; motion carried.

#### Finance

- Receipt of the invoices paid and budget to actual reports.
- General Investments Report – Discussion regarding the general investment report.
- Sales Tax by Month – Discussion regarding the sales tax report.
- Receipt of the invoices paid and budget to actual reports.

#### ITS

- IT Planning update – Rhodes gave a planning update. Rhodes gave an overview of downtime incidents. Rhodes gave an overview of a data leak that occurred and steps that have been taken to protect the employees impacted. Discussion regarding WIFI at the Highway Department and approximate cost of \$4000 and how to accomplish this. Discussion regarding the benefit to having WIFI at the Highway Department.
- Paperless Machines for Supervisors – Implementation Plan – Rhodes reported that he has been asked about printing from the computers. Discussion regarding how to print and the limitations. Discussion regarding the way in which packets will be presented to the board and committees. Implementation is anticipated to be by the May County Board meeting.
- Receipt of the invoices paid and budget to actual reports.

#### 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 meeting will be of the Executive Committee and will be scheduled after the County Board organizational meeting.

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)(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 ITS Director). A roll call vote will be taken to go into closed session and 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/Holewinski to enter into closed session at 2:40 p.m. Holewinski, aye; Cushing, aye; Fried, aye. Motion carried.

Motion by Cushing/Holewinski to return to open session at 3:02 p.m. Holewinski, aye; Cushing, aye; Fried, aye. Motion carried.

Announcement of action taken in closed session, or take action based on closed session (NOTE: If the announcement of action taken in closed session would compromise the need for the closed session, the action taken will not be announced. Any action taken in closed session may be announced when the need for the closed session has passed).

There was no action taken while in closed session.

**Adjourn** – Fried adjourned the meeting at 3:03 p.m.

Respectfully submitted,

Tracy Hartman, Recording Secretary  
Oneida County Clerk