

MEETING OF ADMINISTRATION COMMITTEE
JUNE 12, 2023
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 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/Fisher to approve the minutes of June 7, 2023 and May 8, 2023. All aye; motion carried.

Public Comment – None

Creation of a Part-Time Mediator/Court Commissioner Position – Jean Meyer, Judicial Assistant Branch II, gave an overview of the position request. Meyer reported that the law clerk position is currently vacant and they have been unsuccessful in filling the position. Meyer reported that the proposal is to hire a mediator/court commissioner position that will be filled by a local attorney and will be paid out of the law clerk wages. Once the law clerk position is filled that person will take over the mediation. Motion by Fisher/Cushing to approve hiring a part-time mediator/court commissioner position. All aye; motion carried.

It is anticipated that the committee will go into closed session pursuant to section 19.85(1)(e) for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Topic: Bug Tussel Bond Issue) and pursuant to Wisconsin Statutes, Sec. 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee (Topics: County Clerk Chief Deputy and Deputy Clerk Compensation). A roll call vote will be taken to go into closed session. 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 Schreier/Kelly to go into closed session at 9:06 a.m. Fisher, aye; Cushing, aye; Fried, aye; Kelly, aye; Schreier, aye. Motion carried.

Motion by Schreier/Cushing to return to open session at 10:33 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

Motion by Cushing/Kelly to approve the step increases for the Chief Deputy clerk and the Part-time Deputy Clerk as presented and forward onto LRES for consideration. All aye; motion carried. All aye; motion carried.

Fried announced that there were no other actions taken in closed session.

Fried questioned pulling back the \$1.5 million in ARPA funds and instead offering it as a loan to Bug Tussrl. Mitch Olson, Bug Tussel, recommended modeling the loan the same as the bonds which would be a 30 year loan and mirroring the interest rate. Discussion regarding moving forward with working with the PSC to create a loan for the counties match for the grant and moving forward with the bonding next week. Mitch reported that there is roughly \$25 million available as a project fund for Oneida County. Discussion with Olson regarding the timeline for completing the broadband project and how delays with the project will impact the bonding and the grants. Discussion regarding the facilities use agreement and extending that in the future. Olson stated that the facility use agreement is typically negotiated well after the fact and there is time to work through that agreement. Fisher asked if there is any concern with getting enough customer base now that other companies are also expanding broadband in the county. Olson reported that they are confident that this is a relatively safe investment for the county to be involved in.

Resolution to Approve Unconditional County Guaranty of its Pro Rata Share, Intergovernmental Agreement and Taxable Revenue Bond Financing for Bug Tussel 1, LLC Project. – Discussion regarding the motion and the amount that should be included in the resolution. Fugle asked for time to review the resolution and make sure that there isn't any mention of the ARPA funding. Motion by Cushing/Schreier to have the final resolution come forward as a single supervisor resolution at \$24 million with Fried signing the resolution. All aye; motion carried.

Approval of Coronavirus Local Fiscal Recovery Fund (CLFRF) American rescue Plan Act (ARPA) Sub recipient Agreement between Oneida County, Wisconsin and Hilbert Communications, LLC d/b/a Northwoods Connect for the purpose of providing Public Service Commission of Wisconsin Broadband Expansion Grant matching funds – Motion by Fried/Schreier to bring the sub recipient agreement as a single supervisor resolution if required. All aye; motion carried.

Resolution to create a Broadband Task Force – Discussion regarding the makeup of the task force and the compensation of the committee. Smigielski expressed a concern with having non-county board supervisors on a committee that authorizes spending funds. Fried suggested bringing this resolution back to the committee next month.

Out-of-state travel

- a. **Wisconsin Dells, Wisconsin – Civic Systems 23rd Annual Symposium – Tina Smigielski and Susie Kuczmariski – Thursday, September 14th through Friday, September 15th** – Smigielski gave an overview of the training request. Motion by Schreier/Kelly to approve the out-of-county travel for the Finance Department. All aye; motion carried.

2024 Budget Schedule and Kick Off Letter – Fisher stated that he is unable to meet the first week in October and asked that the budget hearings occur the second week in October. Committee members confirmed that the second week will work. Discussion regarding the timing of the county budget hearing. Discussion regarding the cover letter that will be sent to the department heads.

Resolution to Request Coronavirus Local Fiscal Recovery Fund (CLFRF) allocated to Oneida County through the American Rescue Plan Act (ARPA) for the Purpose of

Courthouse Annexed Roof Replacement – Kennedy presented the resolution for the APRA funding for the purpose of the Courthouse Annexed Roof Replacement. Kennedy reported that the request is for \$375,000 which includes a \$22,500 contingency. Discussion regarding the contingency amount. Schreier expressed concern that the contingency isn't enough if there are structural issues found. Motion by Fried/Fisher to forward the resolution as presented onto the County Board for consideration under consent agenda. All aye; motion carried.

DNR Wildfire Invoice – Contingency Fund Transfer – Smigielski reported that the DNR can invoice the county for wildfires that occur and an invoice has been received for this year. This hasn't been budgeted for and will need to come from contingency. Motion by Fried/Cushing authorizing the finance director and county clerk to transfer money from contingency to risk management. All aye; motion carried.

11:30 – Kelly Excused

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

ITS

- Motion by Cushing/Schreier to approve the ITS vouchers and blanket purchase orders as presented by ITS. All aye; motion carried.
- IT Planning update – Rhodes gave a planning update. Rhodes stated that they are moving forward with getting a quote from EO Johnson.

Finance

- General Investments Report – Discussion regarding the general investment report. Discussion regarding the checking account and money market accounts with Associated Bank. Smigielski and Ostermann recommended closing the CoVantage account.
- Sales Tax by Month – Smigielski reported that at this time it appears that we will make the forecasted amount for sales tax for the 2023 budget.
- ERP Upgrade Update – Smigielski reported that everyone has had training for general ledger, budget, accounts receivable and purchasing. It is anticipated that this will go live by July 1st. Smigielski gave an overview of the process.
- Motion by Cushing/Schreier to approve the vouchers as presented. All aye; motion carried.

Treasurer

- Statement(s) of cash – Ostermann presented the statement of cash report.
- Treasurer Supplemental Staffing Request 2024 – Ostermann reported that this is used for tax collection and is the same request as 2023. Motion by Cushing/Fisher to approve the LTE Staffing request and forward to LRES. All aye; motion carried.
- Motion by Fried/Schreier to approve the vouchers for the Treasurer's office. All aye; motion carried.

County Clerk

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

Public comment/communications: None

Dates and items for future agenda/meetings: The next administration committee meeting will be held on July 17th at 9:00 a.m. Future topics: Broadband Task Force

Adjourn – Fried adjourned the meeting at 11:59 a.m.

Respectfully submitted,
Tracy Hartman, Recording Secretary
Oneida County Clerk

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