

**MEETING OF ADMINISTRATION COMMITTEE**  
**AUGUST 7, 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 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 Schreier/Fisher to approve the minutes of July 17, 2022 with changes as discussed. All aye; motion carried.

**Public comment:** None

**Broadband Task Force Committee Ideas** – Fried gave an overview of the previous discussions regarding a broadband committee. Verdoorn was tasked with looking into how other counties are structuring the broadband committee. Verdoorn gave an overview of how Langland, Lincoln, Vilas and Marathon County Broadband Committees are structured. Verdoorn presented recommendations regarding how Oneida County could set up a broadband committee. Discussion regarding what the makeup of the committee should be. Fried recommended that he, Holewinski, Verdoorn and Pete Otis meet to discuss a potential broadband committee and what the makeup of the committee should be. Holewinski will then decide if the Administration Committee should forward a resolution to the County Board or if the Chair will bring a resolution forward.

**Funding of Broadband Task Force Committees** – Smigielski reported that the committee per diems would be taken out of the committee per diem budget and that was not budgeted for in 2023 and would need to be budgeted for in 2024. Discussion regarding using funding from the bonds for the committee, funds from the loan interest, the Economic Development Corporation funding it or it comes from the County Board/Committee budget.

**Resolution to Amend Resolution #110-2022 Returning Coronavirus Local Fiscal Recovery Fund (CLFRF) back to Oneida County American Rescue Plan Act (ARPA) Contingency which were previously allocated for the purpose of the Jail Dorm Pod Fire Suppression System Replacement Project** – Lindsey Kennedy reported that the project came in under budget and they will be returning \$13,000 to the ARPA funds. Motion by Schreier/Cushing to approve the resolution to go to the County Board as a consent agenda item. All aye; motion carried.

**Resolution to amend Resolution #50-2023 (Resolution to Amend the 2023 Budget to Add Paving of Landfill Entry and Parking Lot, and to Add Courthouse Annexed Roof Replacement Project to the American Rescue Plan Act (ARPA) Program) for the appropriation of additional funding** – Lisa Jolin reported that the costs of the paving project are higher than anticipated due to the scope of the project being changed. The County Board adopted a supplemental appropriation for \$370,000 to pave the Solid Waste driveway. This resolution will increase the supplement appropriation by \$204,336 and will require amending the budget. Smigielski reported that how to fund the \$204,336 will be discussed in the next two resolutions. Motion by Cushing/Schreier to approve to amend resolution #50-2023 and to amend the 2023 budget and forward the resolution to the County Board as a consent agenda item. All aye; motion carried.

**Resolution to Request Coronavirus Local Recovery Fund (CLFRF) allocated to Oneida County through the American Rescue Plan Act (ARPA) for the purpose of Paving Solid Waste Landfill Rd and Parking Lot** – Fried explained that the ARPA funds were approved in an earlier resolution and this is to approve the payment from the ARPA Funds. Motion by Cushing/Fisher to approve the resolution and forward to the County Board for approval. All aye; motion carried.

**Resolution to amend loan from the General Fund to the Solid Waste Department for the funding of the unfunded portion of the 2023 Solid Waste Capital Improvement Paving Project** – Fried reported that Jolin has proposed taking the remaining amount needed for the paving as a loan from the general fund. Jolin reported that she had previously received a loan for the purchase of a truck and trailer, however, Solid Waste is no longer moving forward with the purchase and therefore Jolin would like to move the approved loan funding to cover the remaining cost of the paving project. Motion by Cushing/Schreier to approve the Resolution to amend loan from the General Fund to the Solid Waste Department for the funding of the unfunded portion of the 2023 Solid Waste Capital Improvement Paving Project and forward to County board for their consideration. All aye; motion carried.

**ITS EO Johnson EcoPrint Classic Service Level Agreement** – Rhodes presented the EO Johnson service agreement and has no concerns with it. Rhodes presented two quotes from EO Johnson. Rhodes reported that the first quote is for 100% of what is currently being printed and the other is for 50% of what is currently being printed. Rhodes presented a breakdown of the contract costs. Discussion regarding what is included in the proposal. Rhodes reported that the current proposal will be covered by what is currently spent on leases/ink/toner from the IT Department, Social Services, Planning and Zoning and the Sheriff's Office. Rhodes will have Corporation Counsel review the contract. Motion by Fried/Cushing to approve the lease agreement contingent upon Corporation Counsel review and the funding option to be worked out with the Finance Department. Rhodes reported that the funds that were budgeted in 2023 to purchase new copiers for the Planning and Zoning Department will cover the cost for 2023 leases. All aye; motion carried.

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

a. ITS

- Rhodes presented the invoices paid for July and the budget to actual reports.
- IT Planning update – Rhodes presented the IT planning update and reported that there have been some issues with access points which has caused some issues with the network.

b. Treasurer

- Award Bid for 2023 In Rem Title Work - Osterman opened the following bids:
  - Knight Barry - \$100/parcel and \$25/update on request
  - Shoreline Title - \$150/parcel and \$0/update
  - Oneida Title and Abstract - \$100/parcel and \$25/update on request

Ostermann recommended approving the bid by Knight Barry. Motion by Cushing/Schreier to award Knight Barry the In Rem title work for 2024. All aye; motion carried.

c. Finance

- Finance Capital Improvement Project – ClearGov ClearPlans Capital Budgeting Solution – Smigielski presented a proposal for ClearGov ClearPlans program that would track CIP projects and funding. Discussion regarding the program and the benefits of the program. Discussion regarding how other departments could use the program for tracking CIPS. Discussion regarding funding for the project. Schreier expressed a concern with the current way CIPS are planned for and the lack of future planning/organization. Schreier expressed support of the program and the benefits that the program could provide to the county and departments. Motion by Fried/Kelly to forward the concept onto the CIP Committee for Consideration. All aye; motion passed.
- Smigielski presented the invoices paid and budget actual reports.
- General Investments Report – Smigielski presented the general investments report.
- Sales Tax by Month – Smigielski presented the Sales Tax by Month report.

d. County Clerk

- Postage Machine Purchase – Motion by Fried/Cushing to approve the lease agreement for 2024 for the postage machine lease 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 August 14<sup>th</sup> at 9:00 a.m. and September 11<sup>th</sup> at 9:00 a.m.

**Adjourn** – Fried adjourned the meeting at 12:10 a.m.

Respectfully submitted,  
Tracy Hartman, Recording Secretary  
Oneida County Clerk