

**AGENDA**  
**(WEDNESDAY) FEBRUARY 15, 2023 – 8:30 A.M.**  
**PROPERTY & TECHNOLOGY COMMITTEE OF OCONTO COUNTY BOARD OF SUPERVISORS**  
**COUNTY BOARD ROOM #3041, COURTHOUSE 3<sup>RD</sup> FLOOR, BLDG “A”**  
**OCONTO WI 54153**  
[www.co.oconto.wi.us](http://www.co.oconto.wi.us)

This is an open meeting of a Standing Committee of the Oconto County Board of Supervisors. Notice of this meeting was given to the public at least twenty-four hours prior to the meeting, by forwarding the complete agenda to the newspapers and to all news media who have requested the same as well as by posting. Copies of the complete agenda were available for inspection at the Office of the County Clerk and from the County’s website calendar: [www.co.oconto.wi.us](http://www.co.oconto.wi.us)

- 1. Call to Order**
- 2. Approval of Agenda**
  - 2.1. Change of Sequence
  - 2.2. Removal of Items
- 3. Approval of Minutes of Previous Meeting of 1/11/2023 (Enc.)**
- 4. Communications**
- 5. Maintenance Engineer Report**
  - 5.1. Update on Health & Human Services Smart Boards
  - 5.2. Update on Building B Roof Replacement
  - 5.3. Approval of Replacing Building C South & West Lobby Entrance Doors
- 6. On-Call Log**
- 7. Technology Service Report**
  - 7.1. UPS Project Update
  - 7.2. DAR Update
  - 7.3. Website Project Update
  - 7.4. Forestry Internet Update
  - 7.5. New Heights Camera Update
  - 7.6. Client Tech 1 Position
  - 7.7. TraCS Update/Zoning Ordinances Added
  - 7.8. ServicePro
  - 7.9. Carry-Over Accounts
- 8. Temporary Policy Guidelines for Capital Projects (Enc.)**
- 9. Approval of Per Diem Payment for Supervisor Gooding on Technology Services Director Interview Panel**
- 10. Technology Services Director Appointment Update from County Administrator**
- 11. Announcements/General Information (No action to be taken)**
- 12. Next Meeting Date**
- 13. Adjournment**

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the Oconto County Clerk’s office at 920-834-6800 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Courthouse Building “A” is located at the corner of Washington Street and Arbutus Avenue

c: Committee (FTP); County Administrator, Finance Director, Corporation Counsel, Maintenance Engineer, Melissa Schwaller & Tim Perrizo, Technology Services, Media (via email); County Website; Central File, Official Posting Location (Physical Copy)

kg/Date Posted: 2/8/2023

**MINUTES**  
**(WEDNESDAY) JANUARY 11, 2023 – 8:30 A.M.**  
**PROPERTY & TECHNOLOGY COMMITTEE OF**  
**OCONTO COUNTY BOARD OF SUPERVISORS**  
**301 WASHINGTON STREET, COURTHOUSE BUILDING “A” ROOM #3041**  
**OCONTO WI 54153**  
[www.co.oconto.wi.us](http://www.co.oconto.wi.us)  
*(Draft minutes, not approved by Committee)*

COMMITTEE PRESENT: Guy Gooding, John Wittkopf, Richard Pillsbury, Brandon Dhuey; Doug McMahon

COMMITTEE ABSENT: None

OTHERS PRESENT: Scott Krueger, Maintenance Engineer; Erik Pritzl, County Administrator; Beth Ellingson, Corporation Counsel; Al Sleeter, County Board Chair; Kathy Goldschmidt, Deputy County Clerk; Melissa Schwaller, Elizabeth Zahn, Technology Services Department; Shelly Shultz, Human Resource Director; Joe Kingsley, Public

**1. Call to Order**

Chair McMahon called the meeting to order at 8:32 a.m.

**2. Approval of Agenda**

2.1. **Change of Sequence** – None.

2.2. **Removal of Items** – None.

Motion by Dhuey/Pillsbury to approve the agenda as presented. The motion was voted on and carried.

**3. Approval of Minutes of Previous Meeting**

Motion by Pillsbury/Wittkopf to approve the Property & Technology minutes of December 14, 2022. The motion was voted on and carried.

**4. Communications** – None.

**5. Maintenance Engineer Report**

5.1. Update on Health & Human Services Smart Boards

Two smart boards were received last month, one has been mounted the other needs a back plate. Technology Service Department is in the process of building two PC's for these smart boards.

5.2. 2023 Account Carryover

Maintenance Engineer requested a carry over for the following accounts: Building B Roof – Account #100-26-51740-58200 - \$50,000.00, Courthouse Windows – Account #100-26-57140-58200 - \$4,925.00, Washington Street/Arbutus Lot – Account #100-26-57190-58411 - \$27,914.25, County Board Room Remodel – Account #100-26-57190-58313 - \$14,778.17 and Annex AC Unit – Account #100-26-57140-58200 - \$45,000.00, following discussion, motion by Gooding/Wittkopf to approve requests. The motion was voted on and carried.

**6. On-Call Log**

There were two call ins for the month of December: December 13<sup>th</sup> toilet in jail and December 31<sup>st</sup> freezer in jail, both resolved. Treated as information.

**7. Technology Service Director Report**

Melissa Schwaller, Systems Analyst introduced herself to the committee, currently answering day to day questions in the Technology Services Department until a Technology Services Director can be hired.

7.1. Website Presentation

Liz Zahn, Public Safety Apps Administer/Forensic Analyst presented the new county website. The public and supervisors will be able to subscribe and get a notice when agendas, minutes and News & Announcements are posted.

7.2. Website Project

Oconto County is on track to launch the new website January 18, 2023. Technology Services Department (TS) currently working on marketing for the public.

7.3. UPS Project

UPS have been ordered for the Data Center, Old Jail, New View, and Room #2044 Building A, waiting for arrival, scheduled to be installed by the end of the month.

7.4. Video Surveillance

Two Surveillance cameras will be set up by the end of the month at New Beginnings and two cameras at the impound area (1 interior and 1 exterior). Discussion was held on building a proper data closet.

7.5. ArcServe Backups

Marinette County now has Oconto County backups, Schwaller ran report to make sure all backups are running properly.

7.6. NEOGOV Implementation Update

January 5, 2023 was the kick off meeting for the NEOGOV project. Shelly Schultz, Human Resource Director,

stated due to the accelerated implementation of the project list are received every couple of days to help build the program.

7.7. Approve Request for Account Carry-Over for Technology Services

Motion by Gooding/Dhuey to approve carry-over for Computers and Upgrades – Account #100-22-57190-58256 - \$17,524.75 and to allow continuance of other carry-overs as established by the County Administrator and Finance Department. The motion was voted on and carried.

7.8. Update on Memorandum of Understanding (Municipalities, Fire & EMS)

Memorandum of Understanding were sent to current municipalities, Fire and EMS for a 1 year contract, anticipate 3 year contracts in 2024. No additional municipalities will be taken on at this time due to the shortage staff in the Technology Services Department.

7.9. 2023 Account Carry Over

Duplicate of 7.7

**8. Technology Services Director Recruitment Discussion**

Job description for the Technology Service Director has been posted to the website and will be available until January 25, 2023. Tentatively scheduling January 30<sup>th</sup> and 31<sup>st</sup> for first round of interviews, concluding the week of February 6, 2023. Erik Pritzl, County Administrator requested up to two supervisors from the Property & Technology committee sit in on the panel, Supervisor Dhuey and Gooding volunteered. Supervisor Gooding request an updated job description be emailed to the committee once completed. Treated as information.

**9. Announcements/General Information (No action to be taken)**

\* Pritzl informed committee of Visitor Parking Ordinance 5.102 and discussed the placement of Secured Internet Exchange, Child Exchange, and Rainbow House signs, following discussion, motion by Wittkopf/Pillsbury to suspend the rules and recognize a public citizen to speak. The motion was voted on and carried. Public citizen would like to see designated employee parking spaces vs public parking places be established. Corporation Counsel stated there are designated spots for employees to park, just have to define areas. Committee would like a draft of the parking spaces before painting in spring. Secure Internet Exchange sign will be relocated in the spring when the ground is not frozen.

\* Supervisor Pillsbury questioned letter received with the Oconto County logo regarding unauthorized disclosure. A dedicated toll-free response line has been set-up for this incident.

**10. Next Meeting Date**

Next meeting date is set for February 15, 2023 at 8:30 a.m.

**11. Adjournment**

Chair McMahon declared meeting adjourned at 9:48 a.m.

Kathy Goldschmidt, Recorder

Posted: January 13, 2023

# Temporary Policy Guidelines for Capital Projects

During and following the COVID 19 pandemic, temporary funding was allocated to counties for various projects through the American Rescue Plan Act (ARPA). Initially there were requirements related to the allowable uses of funds, and those have been modified over time to allow greater flexibility for expenses related to the provision of government services and purposes. This could be an isolated situation, or there could be other opportunities in the future for flexible funding. In the event the county receives funds that were not previously allocated that can be used for **capital** projects, consideration can be given to projects that do one or more of the following:

- Improve the infrastructure of the county
- Promote economic development
- Address needs of underserved populations

Requests must be directly related to a service or purpose of county government that is enumerated in Wisconsin State Statutes.

The following parameters shall apply to requests that are made for consideration:

- Funds approved by the county cannot exceed 30% of the total project cost, with a maximum amount of \$300,000. An exception can be made when a specific funding source is allocated to the county for a specific purpose and the county is acting as a pass-through entity.
- The requesting entity must have 20% of the total project cost available to start construction
- The requesting entity must have identified sources for the remaining funding and have a commitment of funds
- The requesting entity is a local government unit or non-profit
- The requesting entity shall assure the county that there will be not be a request for additional operating costs associated with the project, and has identified funding available for operating costs
- Requests are “one time” only, and not for ongoing capital expenses

Requests will not be approved that require an allocation from the fund balances of the county.

Funds could be used as matching funds for projects when allowable. The requesting entity is responsible for ensuring the funds could be used for matching other funding sources and the county assumes no responsibility for compliance with any matching requirements. The county will advise the requesting entity of the source of funds for their documentation purposes.

Projects must be completed within 24 months of being approved for funding, with consideration of an extension of 12 months with Administration Committee approval. Projects may not exceed the time limits of the American Rescue Plan Act, or other funding source.