

AGENDA
(WEDNESDAY) SEPTEMBER 13, 2023 – 8:30 A.M.
PROPERTY & TECHNOLOGY COMMITTEE OF OCONTO COUNTY BOARD OF SUPERVISORS
COUNTY BOARD ROOM #3041, COURTHOUSE 3RD FLOOR, BLDG “A”
OCONTO WI 54153
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

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 8/16/2023 (Enc.) (2)
4. Communications
5. Maintenance Engineer Report (No Action to be taken)
 - 5.1. Update on LEC Ongoing Water Leak
6. Approve Maintenance Department 2024 Budget
7. On-Call Log
8. Technology Service Report (No Action to be taken)
 - 8.1. Health & Human Services Conference Room Update
 - 8.2. Time & Attendance Project Update
9. Approve Technology Services 2024 Budget (Will be placed on desk)
10. Milestone Hardware Replacement Quote – (Will be placed on desk)
11. Office 365 Implementation Plan Quote - (Will be placed on desk),
12. Review Prior Months Vendor Payments (Enc.) (4)
13. Announcements/General Information (No action to be taken)
14. Next Meeting Date
15. 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, Technology Services Director, Media (via email); County Website; Central File, Official Posting Location (Physical Copy)

kg/Date Posted: 09/07/2023

MINUTES
(WEDNESDAY) AUGUST 16, 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
(Draft minutes, not approved by Committee)

COMMITTEE PRESENT: Richard Pillsbury, Guy Gooding, Brandon Dhuey

COMMITTEE ABSENT: Doug McMahon, John Wittkopf

OTHERS PRESENT: Melissa Schwaller, Technology Services Director; Erik Pritzl, County Administrator; Al Sleeter, County Board Chair; Beth Ellingson, Corporation Counsel; Kathy Goldschmidt, Deputy County Clerk; Scott Krueger, Maintenance Engineer

1. Call to Order

Vice Chair Gooding called the meeting to order at 8:30 a.m.

2. Approval of Agenda

2.1. Change of Sequence – None.

2.2. Removal of Items

Melissa Schwaller, Technology Services Director, request to remove items #11 Milestone Hardware Replacement Quotes and #12 Office 365 Implementation Plan from the agenda.

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

3. Approval of Minutes of Previous Meeting

Motion by Gooding/Pillsbury to approve the Property & Technology minutes of July 12, 2023. The motion was voted on and carried.

4. Communications

A Building Use Application was received August 3, 2023 from the Law Office of Aaron M. Krzewinski to use conference room's #2119 & 2120 on August 24, 2023. Conversation was held on if the county currently charges to use conference rooms at the courthouse, following discussion, Public Facility Handbook will be reviewed.

5. Maintenance Engineer Report

5.1. Update on Building C Boiler

An Inspection was completed on Boiler #2, found a failed gas and air butterfly actuator assembly that needs to be replaced. A quote was received to replace the complete boiler for \$85,100.00 versus \$12,241.00 to repair. Boilers are currently 23 years old, committee recommended fixing boiler #2 and to include replacement of all three boilers in the next two years capital budget.

5.2. Update on Carpet Replacement Building A

Carpet is set to be replaced in the County Administration, County Clerk, Human Resources, and Finance Departments September 18, 2023 will take approximately 3-4 days and will work at night.

5.3. Update on Parking Lot Seal Coating & Striping

Seal coating and striping was completed on the majority of the courthouse parking lots August, 13, 2023. Asphalt Seal & Repair will finish Wednesday, August, 23, 2023.

5.4. Update on Building C Front Door

Approximate start date to replace Building C Front Doors is mid-August to first part of September, 2023.

5.5. Update on House Cleaning Contract 2024-2025

Per the Financial Management Policy, all vendor contracts, except for Highway and Health & Human Services, must be approved by the County Board, except for contract renewals that are 5% or less than the current contract price with the same vendor name. A Quote of \$133,694.00 was received from J&J Cleaning, LLC with a 3% increase for 2024-2025. Treated as Information.

6. On-Call Log

There were no call-ins for the month of July.

7. Approve Maintenance Department 2024 Budget

Scott Krueger, Maintenance Engineer, presented the Maintenance Department 2024 Budget. Following discussion, motion by Dhuey/Gooding to approve the 2024 budget as presented. The motion was voted on and carried.

8. Pictures Donated to County

Two old pictures (3 of each) were donated to the county. The county kept one copy and committee recommended contacting the Historical Society to see if they would like the other two sets.

9. Proposed Oconto Falls Ranger Station Sale (Enc.)

Erik Pritzl, County Administrator, presented the certified appraisal to purchase the Oconto Falls Ranger Station.

Following discussion, motion by Dhuey/Pillsbury to approve the purchase of the building at \$150,000.00 contingent upon solely American Rescue Plan Act (ARPA) funds being used. The motion was voted on and carried.

10. Technology Service Director Report

10.1. Windows 11 Upgrade

Windows 10 will expire October 14, 2025 causing 60 laptops/desktops to be replaced. Melissa Schwaller, Technology Service Director stated in the future she would have a schedule of all future desktop & laptop replacements.

10.2. Department Technology Budget Meetings

Schwaller met with every department to review their 2024 Schedule E budget. All departments except Law Enforcement, Health & Human Services and Land Records/GIS have gotten there updated Schedule E. Once reviewed with the County Administrator, the Technology Services budget will be placed on the September Property & Technology agenda for approval.

10.3. Health & Human Services Conference Rooms

The Smart boards purchased for the Health & Human Service conference rooms were unable to be mounted to the walls so carts were purchased. A RFQ will be sent out for additional materials required. Third floor conference room will need a speaker and rack for equipment, second floor conference room will need a sound bar. Treated as information.

10.4. Courtroom Upgrade Discussion

The Judges expressed their concern of the sound system in the court rooms, would like video and audio updated. The DAR System was just installed, Technology Services will complete an inventory of what is county owned equipment and what is state owned equipment for remedies. Family Court Commissioner would like zoom capabilities.

10.5. Technology Service Project Updates

- Quote will be reviewed for replacing the current Calendar Extract program that will need to be replaced while implementing Office 365.
- Three quotes were received for milestone hardware replacement. Schwaller will be speaking with a technician to review quotes to determine how each company quoted so do not miss anything. Have software support but hardware is old.
- Working on replacing old monitors and installing dual monitors.
- Working on time attendance demo with Human Resource Director and Finance Director. Looking at Andrew's Technology, UKG and Time Clock Plus so will integrate with the county's BS&A Program.
- All UPS were installed, need to replace 48 batteries in the jail in 2024.

11. Milestone Hardware Replacement Quotes - Removed from the agenda.

12. Office 365 Implementation Plan – Removed from the agenda.

13. Review Prior Months Vendor Payments

Committee reviewed July vouchers.

14. Announcements/General Information

Supervisor Gooding will be absent from the September 13, 2023 Property & Technology committee meeting. Inquired if county board chair will be present to run meeting if quorum is needed.

15. Next Meeting Date

Next meeting date is set for September 13, 2023 at 8:30 a.m.

16. Adjournment

Vice Chair Gooding declared the meeting adjourned at 9:43 a.m.

Kathy Goldschmidt, Recorder

Posted: August 17, 2023

MAINTENANCE DEPARTMENT
POST DATES 08/01/2023 - 08/31/2023

Vendor	Invoice Description	Amount	Check #
CUMMINS SALES AND SERVICE	CUST 12388 PLANNED MAINT. ON EQUIPMENT	1,654.31	196118
CUMMINS SALES AND SERVICE	CUST 12388 PLANNED MAINT GENERATORS	444.81	196118
ITU ABSORBTECH INC	CUST 127695-001 - CH MATS	96.14	196134
ITU ABSORBTECH INC	CUST 127695-002 - LEC MATS	149.62	196134
TRUGREEN	CUST 4991049380 - LAWN SERVICES COURTHOUSE	166.10	196177
ITU ABSORBTECH INC	CUST 127695-001 - CH MATS	96.14	196387
ITU ABSORBTECH INC	CUST 8177193 - LEC MATS	149.62	196387
J AND J CLEANING	CUST 0009 CLEANING AUGUST-SPOT CLEAN CARPET	11,187.81	5865
WISCONSIN PUBLIC SERVICE CORP	ACCT 0402940263-2 ELECTRIC COURTHOUSE	9,078.95	5881
WISCONSIN PUBLIC SERVICE CORP	ACCT 0402940263-23 GAS COURTHOUSE	403.46	5825
CONSTELLATION	ACCT BG-211237 GAS COURTHOUSE	1,114.40	5860
WISCONSIN PUBLIC SERVICE CORP	ACCT 0402940263-22 ELECTRIC JAIL	14,240.69	5881
NORTHWOODS POWER EQUIPMENT LLC	ARIENS 21" RAZOR PUSH	419.00	196155
BOEHMERS ACE HARDWARE	CUST 15002	35.97	196201
BOEHMERS ACE HARDWARE	CUST 15002	59.95	196201
COREY & CO. LANDSCAPING LLC	LANDSCAPING 3 FLOWER BEDS	3,472.00	196117
RAE-COR DISTRIBUTING LLC	CUST 0001198 HERBICIDE AND EXT. INSECTICIDE	655.24	5726
FISCHER CONCRETE	COURTHOUSE SIDEWALKS	3,272.00	196379
O'REILLY AUTO PARTS	CUST 2685278 3AMP GLASS	4.99	196157
BELSON CO	CUST OCC500/OCC500A TOWEL, KITCHEN, TP	174.63	196106
TRUGREEN	CUST 4991049380 - LAWN SERVICES BEYER HOME	673.10	196177
Total For Dept 26-51610 COURTHOUSE MAINTENANCE		47,548.93	
COREY & CO. LANDSCAPING LLC	FINAL LANDSCAPING 2023	7,872.00	196217
Total For Dept 26-57140 CAPITAL OUTLAY-BUILDINGS		7,872.00	

COREY & CO. LANDSCAPING LLC	145 PROPERTY CLEAN UP, TOPSOIL FERTILIZER	1,180.00	196117
Total For Dept 26-57190 CAPITAL OUTLAY-OTHER GENERAL		<u>1,180.00</u>	

Total For Fund 100 GENERAL FUND	<u><u>56,600.93</u></u>
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Total For All Funds:	56,600.93
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Fund 100 GENERAL FUND

0149 - BELSON CO	174.63
0170 - BOEHMERS ACE HARDWARE	95.92
0500 - ITU ABSORBTECH INC	491.52
1441 - WISCONSIN PUBLIC SERVICE CORP	23,723.10
2614 - TRUGREEN	839.20
4228 - CUMMINS SALES AND SERVICE	2,099.12
4356 - NORTHWOODS POWER EQUIPMENT LLC	419.00
5974 - RAE-COR DISTRIBUTING LLC	655.24
8573 - O'REILLY AUTO PARTS	4.99
8805 - CONSTELLATION	1,114.40
9118 - COREY & CO. LANDSCAPING LLC	12,524.00
9311 - J AND J CLEANING	11,187.81
9662 - FISCHER CONCRETE	<u>3,272.00</u>
TOTAL FUND 100 GENERAL FUND	<u><u>56,600.93</u></u>

Technology Services Invoices
POST DATES 08/01/2023 - 08/31/2023

Vendor	Invoice Description	Amount	Check #
LAZER UTILITY LOCATING, LLC	OCONTOCOUNTY; JULY LOCATES	14.40	196144
CENTER FOR INTERNET SECURITY, INC	OCONTOCOUNTY; CIS ALBERT MONITORING PRIMARY SENSOR	10,680.00	196210
WISCONSIN DEPT OF ADMINISTRATION	CUST MUNI000471	75.00	196354
CDW GOVERNMENT INC	0818880	698.75	196440
CDW GOVERNMENT INC	CUSTOMER NO. 1576576; TS2023069	12,000.00	196208
AXCEL TECHNOLOGY, LLC	OCONTOCOUNTY; STORAGE CRAFT STORAGE 2ND YEAR SUPPORT 7/20	6,071.00	196433
BS & A SOFTWARE	OCONTOCOUNTY; 8/2023-8/2024	17,893.00	196439
VANGUARD SYSTEMS INC	CUS627 OCONTO COUNTY; RENEWAL 08/2023-2024	11,793.60	196491
PROGRESS SOFTWARE CORPORATION	COUNTY OF OCONTO; MAINTENANCE RENEWAL 5/2023-4/2024	2,920.00	5872
DIGGERS HOTLINE, INC	OCONTOCOUNTY OCC01; JULY 2023	5.97	5751
CENTURYLINK - BUSINESS SERVICES	89217703	1,372.86	196442
AMAZON CAPITAL SERVICES, INC	A35MAFMFZ5YMWY; TS2023075	79.96	5859
ALLIANCE TAG	OCONTOCOUNTY; TS2023073	583.00	196430
CDW GOVERNMENT INC	CUSTOMER NO. 1576576; TS2023070	5,392.24	196208
CLEARGOV INC.	OCONTOCOUNTY; DIGITAL BUDGET & BUDGET SUITE RENEWAL	7,426.30	5748
SOLINUS, INC	OCONTOCOUNTY; (3) SSL CERTS	300.00	196409
DLT SOLUTIONS LLC	OCONTOCOUNTY	4,734.68	196450
KNOWBE4, INC.	C-044382; 1OF3 YR SUBSCRIPTION	5,080.00	196461
VANGUARD COMPUTERS INC	OCONTOCONTY; TS2023064 LAPTOP	1,251.28	196179
VANGUARD COMPUTERS INC	OCONTOCOUNTY; TS2023063	546.00	196179
VANGUARD COMPUTERS INC	OCONTOCOUNTY; TS2023060	2,182.16	196179
VANGUARD COMPUTERS INC	OCONTOCOUNTY; TS2023068	1,092.00	196418
VANGUARD COMPUTERS INC	OCONTOCOUNTY; TS2023071	161.00	196490
Total For Dept 22-51440 TECHNOLOGY SERVICES		92,353.20	
Total For All Funds:		92,353.20	

Fund 100 GENERAL FUND

0239	- CDW GOVERNMENT INC	18,090.99
1304	- VANGUARD COMPUTERS INC	5,232.44
2410	- DLT SOLUTIONS LLC	4,734.68
3439	- VANGUARD SYSTEMS INC	11,793.60
4707	- WISCONSIN DEPT OF ADMINISTRATION	75.00
8843	- BS & A SOFTWARE	17,893.00
8896	- AXCEL TECHNOLOGY, LLC	6,071.00
8968	- CENTURYLINK - BUSINESS SERVICES	1,372.86
9125	- SOLINUS, INC	300.00
9301	- KNOWBE4, INC.	5,080.00
9321	- CENTER FOR INTERNET SECURITY, INC	10,680.00
9367	- PROGRESS SOFTWARE CORPORATION	2,920.00
9369	- CLEARGOV INC.	7,426.30
9479	- AMAZON CAPITAL SERVICES, INC	79.96
9620	- LAZER UTILITY LOCATING, LLC	14.40
9638	- DIGGERS HOTLINE, INC	5.97
9766	- ALLIANCE TAG	583.00
TOTAL FUND 100 GENERAL FUND		<u>92,353.20</u>