

MINUTES
(WEDNESDAY) FEBRUARY 15, 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: Guy Gooding, John Wittkopf, Richard Pillsbury, Brandon Dhuey

COMMITTEE ABSENT: Doug McMahon

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, Systems Analyst; Shelly Shultz, Human Resource Director

1. Call to Order

Vice Chair Gooding called the meeting to order at 8:31 a.m.

2. Approval of Agenda

2.1. Change of Sequence

Supervisor Gooding requested item #10. Technology Service Appointment Update from County Administrator follow item #4. Communications.

2.2. Removal of Items – None.

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

3. Approval of Minutes of Previous Meeting

Motion by Dhuey/Pillsbury to approve the Property & Technology minutes of January 11, 2023. The motion was voted on and carried.

4. Communications

- A Building Use Application was submitted by Volunteers In Probation to use Conference Room #2119 on February 20, 2023. Erik Pritzl, County Administrator, commented he is currently reviewing the Public Facilities Handbook section IX. Courthouse Room Policy.
- Erik Pritzl, County Administrator, updated the committee on the Oconto County Veterans Memorial Corp. (Nonprofit Organization) request to lease a portion of the Beyer Home property by the Veteran Memorial. County Administrator and Corporation Counsel will draft lease and place on the March Property & Technology agenda.

10. Technology Services Director Appointment Update from County Administrator

Pritzl informed the committee interviews for the Technology Services Director were conducted February 6 & 7, 2023. Interviews went well, and the recommendation to hire Melissa Schwaller as the new Technology Services Director will be presented at the February County Board meeting.

5. Maintenance Engineer Report

5.1. Update on Health & Human Services Smart Boards

Ceiling mounts have been ordered for the TV to be placed in the lobby of Building C. Next month smart boards should be up and running.

5.2. Update on Building B Roof Replacement

Oshkosh Industrial Roofing & Sheetmetal, LLC began the roof replacement project on Building B. Project should be completed by the end of the week.

5.3. Approval of Replacing Building C South & West Lobby Entrance Doors

A written quote was received from LaForce to replace the South & West doors on Building C. Per Financial Management Policy goods or services between \$20,000-\$40,000 may be procured by a request for quotes process. Following discussion, motion by Dhuey/Pillsbury to waive the bidding process, obtain one more verbal quote and place resolution on the February County Board agenda. The motion was voted on and carried.

6. On-Call Log

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

7. Technology Service Director Report

Melissa Schwaller, Technology Services Director

7.1. UPS Project

Three of the five UPS have been installed. The board in room #1405 went down, Supervisor Gooding questioned if it would be covered under current agreement with BayCom. Schwaller will check into and report back at the next meeting.

7.2. Digital Audio Recording (DAR) Update

All CCAP DAR have been installed and are operating. The Technology Services Department (TS) and Clerk of Courts have had some training. Once procedures are learned TS will compile documentation.

- 7.3. Website Project Update
New website went live January 18, 2023 with very few problems. TS is currently working with Town of Bagley and Riverview to go live and update information. Have received positive feedback from employees and citizens on new website, TS will continue to build forms.
- 7.4. Forestry Internet Update
Worked on last week, still not happy with results.
- 7.5. New Heights Camera Update
Cameras should be set up and live today.
- 7.6. Client Tech 1 Position
Due to a resignation, the Client Tech 1 Position will be posted February 10 through March 3, 2023. Two applications have been received to date.
- 7.7. TraCS Update/Zoning Ordinances Added
TraCS is a Department of Transportation program the Sheriff's Office uses to issue citations. TraCS has been updated to include the zoning ordinances. The Sheriff Deputies will be assisting the Zoning Office in issuing citations. Committee would like an ongoing report of time and number of citations issued.
- 7.8. ServicePro
The ServicePro program is being revamped to eliminate the middleman and minimize work flow. Additional support rep licenses and training will be needed. Committee would like a demo of ServicePro once upgrades are installed.
- 7.9. Carry-Over Accounts
Motion by Dhuey/Pillsbury to approve carry over account #100-22-57140 – VOIP Account in the amount of \$10,005.45 and account #100-22-57190 – Capital Outlay in the amount of \$127,312.13. The motion was voted on and carried.
8. **Temporary Policy Guidelines for Capital Projects (Enc.)**
Pritzl reviewed the updated American Rescue Plan Act Temporary Policy Guidelines for Capital Projects. Treated as information.
9. **Approval of Per Diem Payment for Supervisor Gooding on Technology Services Director Interview Panel**
Motion by Dhuey/Pillsbury to approve a non-standing committee per diem for Supervisor Gooding for attending the Technology Services Director Interview Panel February 6 & 7, 2023. The motion was voted on and carried.
11. **Announcements/General Information (No action to be taken) – None.**
12. **Next Meeting Date**
Next meeting date is set for March 15, 2023 at 8:30 a.m.
13. **Adjournment**
Vice Chair Gooding declared meeting adjourned at 9:32 a.m.

Kathy Goldschmidt, Recorder

Posted: February 16, 2023