

**JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE
SERVICES COMMITTEE
MARCH 11, 2019
Minutes**

Committee members present: Chairman Dave Hintz, Robb Jensen, Ted Cushing and Bob Mott.
Absent: Billy Fried

Call to order: Chairman Hintz called the meeting to order at 9:30 a.m. in Committee Room Two 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/Mott to approve today's amended agenda with the order of items at the Chair's discretion. All aye; motion carried.

Approve minutes: Motion by Jensen/Mott to approve the minutes of 3/6/2019 as presented. All aye; motion carried.

Out-of-state / out-of-county travel request(s)

ITS Department (2 employees) – GIPAW (Governmental Information Processing Association of WI) Conference – May 15-17 – Fond Du Lac, WI - Motion by Jensen/Cushing to approve two ITS employees to attend the GIPAW Conference. All aye; motion carried.

Resolution for Aid to Airport from State and Federal Government - Matthew Leitner, Airport Director, was present and gave the background on the resolution and the reason for the request. Discussion regarding the resolution. Motion by Jensen/Cushing to approve the Resolution to aid to airport from State and Federal Governments and forward onto the full County Board as a consent agenda. All aye; motion carried.

Discuss and act on potential amendments to the Charter of the Oneida-Vilas Transit

Commission – Hintz and Wiensch presented a handout that Wiensch wrote outlining the major changes to the Oneida-Vilas Transit Commission Charter. Hintz gave an overview of the changes that are being proposed to the language regarding the commission budget and the option that was written by Wiensch. No concerns expressed by the Committee. Hintz gave an overview of the changes that are being proposed to the language regarding borrowing and the option that was written by Wiensch. Hintz expressed some concern about the County being included in a loan default. Discussion regarding the concerns and how the language could be changed. The committee would like short-term identified and a dollar limit listed. Discussion regarding long-term borrowing and requirements. Hintz gave an overview of the changes that are being proposed to the language regarding the audits and the option that was written by Wiensch. Hintz would like to see there be audits completed on a regular basis. Discussion regarding the cost of an audit and frequency. Hintz gave an overview of the changes that are being proposed to the language regarding the insurance review and the option that was written by Wiensch. Discussion regarding the cost of using an outside risk manager and the benefits. Hintz gave an overview of the changes that are being proposed to the language regarding the frequency of meeting and the option that was written by Wiensch. Discussion regarding the requirement in the statute and the burden the statute places on the Commission. The Committee expressed concern with amending the Charter in a way that does not follow the Statutes. Hintz gave an overview of the changes that are being proposed to the language regarding the number of Commissioners and the option that was written by Wiensch. State Statute requires 7 or

more and the committee would like to see the Commission follow the law and come back with a proposal. Hintz gave an overview of the changes that are being proposed to the language regarding the terms of commissioners and officers and the option that was written by Wiensch. The committee would like the Charter to use the option that was written by Wiensch. Hintz gave an overview of the changes that are being proposed to the language regarding the recruitments, hirings and dismissals and the option that was written by Wiensch. The Committee would like the Charter to use the option that was written by Wiensch. Mott will take the proposed changes back to the commission to review.

Resolution to create a full-time school resource officer – Hintz stated that this has gone through the Public Safety Committee and the LRES Committee prior to coming to this committee. Hess explained that the School District of Rhinelander has requested this position and has agreed to pay for 100% of the new position. Discussion regarding what the officer will be doing in the summer. Motion by Jensen/Mott to approve the resolution to create a full-time school resource officer and forward it onto the full-county board for their review as a consent agenda item. All aye; motion carried.

Resolution for Sheriff's Office – Civilian Administrative Staff to go to 2080 hours – Hess explained the purpose of the resolution and stated that the cost of this would be found within the existing budget. Discussion regarding the difference between 1950 and 2080 and the cost. Discussion regarding the necessity of the proposal. Motion by Cushing/Mott to approve the resolution to take the civilian administrative staff to go to 2080 hours to the full county board. All aye; motion carried.

Register of Deeds request to use existing Vacancy Budget for staff – Kyle Franson reported that they have had a vacancy in the LTE position in his office and he would like to use the vacancy dollars to approve his staff to work 40 hours/week to work on implementing a new system. Discussion regarding the funding. Motion by Jensen/Cushing to allow the Register of Deeds to use existing vacancy budget for staff for up to \$2608 in 2019. All aye; motion carried.

Resolution/Ordinance Amendment to Chapter 3.09 purchasing – Hintz expressed a concern with line 44 on the proposed ordinance amendment. Motion by Jensen/Hintz to delete Solid Waste on line 44 and add public works. All aye motion carried. Discussion regarding the remainder of the ordinance amendment. Discussion regarding who currently signs for access permits across County Forest Lands and how this ordinance amendment will affect the process. Discussion regarding the need for all contracts to go through Corporation Counsel prior to being signed. Motion by Jensen/Cushing to delete Highway on Line 72 and add Public Works. All aye; motion carried. Motion by Cushing/Hintz to approve the amended resolution and forward it to County Board for their consideration. All aye; motion carried.

Resolution for PACE (Property Assessed Clean Energy) Financing – Motion Hintz/Jensen to postpone this to a future meeting. Discussion regarding the need to postpone and Mott requested that the treasurers concern be forwarded to John Hochkammer, Wisconsin Counties Association. All aye; motion carried.

Resolution to create the Funding Opportunities Committee – Discussion regarding the proposed resolution drafted by Corporation Counsel following the last Administration Committee meeting. Discussion regarding the purpose of the committee, timeline and oversight of the committee by the Administration Committee. Motion by Hintz/Mott to approve the resolution and pass onto the full County Board for their review and approval. All aye; motion carried.

Donation policy and Resolution to adopt county-wide policy on accepting donations –

Discussion regarding the resolution. Motion by Cushing/Jensen to approve the resolution for adopting a county-wide policy on accepting donations and forward it onto the full county board for their consideration. Discussion regarding the policy.

Motion by Mott/Jensen to amend the Oneida County acceptance of Monetary, Non-Monetary and In-Kind Donation Policy number 9 to state “The Department Head shall report any donations that have been declined at the following Committee of Jurisdiction Meeting and the Administration Committee meeting. All aye, motion carried.

All aye on the Resolution and amended policy on accepting donations. Motion carried.

Capital Improvement Project update – New World – Jason Rhodes was present and reported that they have had an initial meeting with New World. They are recommending additional servers at a cost of \$14,000.00. Originally, they were looking at all new servers, however, they are able to upgrade the current servers at a lower cost. Rhodes reported that the software project came in under budget and they would like to transfer the extra money from the software CIP project to the hardware CIP project. Motion by Cushing/Mott to allow the transfer of up to \$15,000 of CIP funds from the 2018 New World software project to the 2017 New World hardware project. Discussion regarding moving the funds. All aye; motion carried.

Contingency Transfer for Carlson-Dettmann reclassification - None

2018 Department Line Item Transfers – Medical Examiner, Clerk of Circuit Court, Sheriff’s Office, Highway Department, District Attorney’s Office, Circuit Court Branch I, Circuit Court Branch II, County Clerk’s Elections – Smith presented and explained the line item transfers from the above departments. Discussion regarding the line item transfers. Motion Jensen/Cushing to approve the 2018 department line item transfers for the medical examiner, clerk of circuit court, Sheriff’s Office, Circuit Court Branch I, Circuit Court Branch II, County Clerk Elections and the District Attorney’s Office contingent upon committee of jurisdiction approval. All aye; motion carried.

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

Finance

- Smith presented vouchers and blanket purchase orders. Motion by Cushing/Mott to approve the voucher and blanket purchase order as presented. All aye; motion carried.
- Smith presented the committee with line item transfers for accrued compensated absences which are the PTO payouts that occur throughout the year. Smith explained that this will come from a continuing appropriation that has over \$800,000 available. Motion by Mott/Hintz to approve the PTO payouts as presented. All aye; motion carried.
- Smith presented line item transfers for the Finance Department. Smith reported that the independent audit was over \$814 and there will be \$506 used from contingency budget. Motion by Cushing/Jensen to approve Finance Department line item transfers. All aye; motion carried.
- General Investments Report – January – Discussion regarding the general investment report.
- Review of 2018/2109 Contingency Budget – Smith presented an update to the 2018 and 2019 contingency budget.
- 2018 Vacancy Budget Update – Smith presented an update to the 2018 vacancy budget.
- Resolution Authorizing 2018 Budget Transfers – Smith presented a resolution authorizing 2018 budget transfers. Motion by Cushing/Mott to approve the resolution authorizing 2018 budget

transfers and forward it onto the full county board for their consideration. All aye; motion carried.

- Resolution Authorizing 2018 Overdrawn Budget Transfers – Smith reported that this resolution is not ready yet and will be approved at the next meeting.
- 2019 Indirect Cost Plan Budget Update – Smith reported that the individual that completes the cost plan will be retiring and someone new will be located. Smith states that there will be an additional cost that will need to be taken from contingency.

ITS

- Rhodes presented the vouchers and blanket purchase orders. Motion by Cushing/Jensen to approve the ITS vouchers and blanket purchase orders as presented by ITS. All aye; motion carried.
- Rhodes presented the line item transfers for ITS. Motion by Hintz/Cushing to approve the ITS line item transfers as presented. All aye; motion carried.
- IT Planning update – Rhodes gave a planning update.

Treasurer

- Motion by Cushing/Jensen to approve the vouchers and line item transfers as presented for the Treasurer's office. All aye; motion carried.
- Statement(s) of cash – January and February – Tara Ostermann presented and explained the October and November statement of cash reports.

County Clerk

- Motion by Cushing/Mott to approve the County Clerk vouchers as presented. All aye; motion carried.
- Motion by Cushing/Jensen to approve the County Clerk's line item transfers 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 March 22nd, 2019 at 11:00 a.m. and April 10th at 9:30 a.m.

Adjourn

Hintz adjourned the meeting at 12:08 p.m.

Respectfully submitted,

Tracy Hartman, Recording Secretary
Oneida County Clerk

David Hintz, Chair