

JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE

April 10, 2019

Minutes

Committee members present: Chairman Dave Hintz, Robb Jensen, and Billy Fried.

Excused absent: Ted Cushing and Bob Mott

Call to order: Chairman Hintz called the meeting to order at 9:32 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 Jensen/Fried 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/Fried to approve the minutes of March 11, 2019 and March 22, 2019 with changes as discussed. All aye; motion carried.

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

- a) ITS Department (additional employee) – GIPAW (Governmental Information Processing Association of WI) Conference – May 15-17 – Fond Du Lac, WI – Motion by Fried/Jensen to allow ITS to add the additional employee contingent on the money being available in the budget. All aye; motion carried.
- b) Treasurer's Office – Kris Ostermann and Tara Ostermann – WI County Treasurer's Association June Conference – June 4th – 7th – Waupaca, WI – Motion by Jensen/Fried to approve the out-of-county travel request for Kris Ostermann and Tara Ostermann to attend the Treasurer's association June conference. All aye; motion carried.

Transit Commission Update

- a. **Charter update including audit issue** – Dave Hintz gave some history of the audit issue and stated that he is of the firm opinion that an annual audit is needed. Discussion regarding the audit and how far back the audit should go. Youngren reported that they haven't budgeted for an audit for 2019 and isn't sure where the funds would come from. Discussion regarding the charter and that the audit is a requirement of the charter. The audit can be paid for using grant money, however, it wasn't budgeted for 2019. Discussion regarding the funding and the cost. Fried questioned what the role of Oneida County is in regards to the Transit Commission and why certain issues continue to come before Oneida County. Discussion regarding the requirement of the charter for a number of items to come before Oneida County. Tom Wiensch reported that he hasn't received the updates to the Charter that were proposed by the Administration Committee at the March meeting. Jensen stated that he is of the position that an audit should be conducted. Motion by Jensen/Fried that an audit be conducted of the Oneida/Vilas Transit Commission in accordance with the current charter. All aye; motion carried.
- b. **Resolution for loan** – Dave Hintz stated that he would be in favor of tabling the loan issue until the audit issue has been resolved. Discussion regarding what delaying this resolution will do to the bus purchase. Youngren reported that the WI DOT has set aside this money for Oneida/Vilas Transit to purchase the buses in 2019. Motion by

Fried/Jensen to postpone the resolution for the loan until further information on the audit is received. All aye; motion carried.

Further discussion regarding the need for an audit and why this is recommended by the committee prior to a loan being taken out. Discussion regarding Oneida Counties liability if the loan wouldn't be paid back by the transit commission.

Resolution/Ordinance Amendment to Chapter 3.09 purchasing – Motion by Fried/Jensen to approve the resolution/ordinance amendment to Chapter 3.09 purchasing as a consent agenda item. All aye; motion carried.

Wisconsin County Mutual letter dated 3/26/19 (Insurance Proposals) - Hintz presented a letter from WI County Mutual and reported that the letter requires that Oneida County notify them by June 30, 2019 if proposals will be sought. Discussion regarding the County Mutual by-laws and the need for Oneida County to follow. Motion by Fried/Jensen to let County Mutual know that Oneida County intends to go out for bids. All aye; motion carried.

Resolution & Ordinance Amendment for Property Assessed Clean Energy (PACE) Financing – Hintz gave some history regarding the PACE Financing and concerns expressed by Treasurer, Kris Ostermann.

Motion by Jensen/Fried to approve the resolution to establish PACE Financing in Oneida County and to forward onto the full county board for their review. Discussion regarding the concerns Kris Ostermann has regarding PACE. Ostermann expressed concern with the process of adding this to the tax bills as a special charge. All aye; motion carried.

Motion by Jensen/Fried to approve the resolution for the Ordinance Amendment and forward it onto the full County Board. All aye; motion carried.

Funding Committee Update – Hintz gave a brief overview of the first committee meeting and tasks that were assigned to members of the committee.

Resolution to create a full time Cleaning Technician Position – LuAnn Brunette and Jenni Lueneberg gave an overview of the resolution. Brunette explained that there is a cleaning technician that has been on extended family medical leave. This position is will create a new position while that employee is on medical leave. The position will be eliminated once the medical leave has ended. Motion by Fried/Jensen to support the resolution to create a full-time cleaning technician position as presented and forward it onto the full county board as a consent agenda item contingent upon approval by LRES. All aye; motion carried.

Line Item Transfers – Buildings and Grounds – Smith explained that Buildings and Grounds is going over budget in their snow removal line item by approximately \$10,000. Smith would recommend that the money be earmarked in contingency but that a line item not actually be approved until closer to the end of the year when the full budget is known. Motion by Fried/Hintz to earmark \$10,000 in the 2019 contingency budget for buildings and grounds snow removal. All aye; motion carried.

Resolution requesting funding for Petco Building Committee – Desmond reported that this has been signed by Mike Timmons but per County Code needs to come before the administration committee. Desmond reported that they are asking for \$15,000 to have Barrientos Design and Consulting conduct a facility condition assessment of the Petco Building. Discussion regarding what is included in the study. Fried stated that he does not

support this resolution going to the County Board and the use of the money for a study. Jensen stated that he is in support of the study and feels that this needs to be done in order to know if Petco is feasible as a Highway Department. Hintz stated that he is in support of the County Board hearing the resolution. Discussion regarding the Petco site and the Highway Department. Hintz stated that he will have the Petco Building Study Committee give a report to the full County Board next week. Motion by Fried to not support the resolution for the Petco Building Study Committee funding. No second received, motion fails.

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

Finance

- Motion by Fried/Jensen to approve the Finance vouchers and blanket purchase orders as presented. All aye; motion carried.
- Smith presented line items transfers for Land and Water Conservation Department and UW Extension for 2018. Motion by Jensen/Fried to approve the Finance line item transfers as presented. All aye; motion carried.
- General Investments Report for February 2019 – Smith presented the report and reported that we are in better position in 2019 than at this time in 2018.
- Resolution Authorizing 2018 Budget Transfers – Smith presented the resolution and reported that this resolution closes out 2018. Smith gave an overview of the additional revenues applied and the carryforward money. Motion by Fried/Jensen to approve the resolution to authorize 2018 budget transfers as presented and forward it onto the County Board as a consent agenda item. All aye; motion carried.
- Resolution Authorizing 2018 Overdrawn Budgets – Smith presented the resolution authorizing 2018 overdrawn budgets. Smith reported that this came before the committee at the end of April, however, social services received extra funding and the numbers have changed. Social Services received additional funds in the amount of \$17,028 and therefore did not need the full \$84,070.00 that was reported last month. Motion by Hintz/Jensen to forward the resolution authorizing 2018 Overdrawn Budget to the County Board as a consent agenda item. All aye; motion carried.
- Closeout of Capital Improvement Projects in 2018 – Smith explained that there were a number of CIP projects that came in under budget and can be closed out for 2018. This will return \$72,234 to the general fund.

ITS

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

Treasurer

- Motion by Fried/Jensen to approve the vouchers for the Treasurer's office as presented. All aye; motion carried.
- Statement(s) of cash – March - Ostermann presented and explained the March statement of cash reports.

County Clerk

- Motion by Fried/Hintz to approve the County Clerk vouchers as presented. All aye; motion carried.

Public comment/communications: None

Dates and items for future agenda/meetings: Hintz stated that the next meeting will be scheduled through a doodle poll. Future topics: County code that allows one county board member to present a resolution.

Adjourn

Hintz adjourned the meeting at 11:10 a.m.

Respectfully submitted,

Tracy Hartman, Recording Secretary
Oneida County Clerk

David Hintz, Chair

DRAFT