

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

November 6, 2017

Minutes

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

Bob Mott had an excused absence.

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/Jensen to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried.

Approve minutes: Motion by Cushing/Jensen to approve the minutes of 10/10/2017, 10/11/2017, 10/12/2017 and 10/17/2017 with changes as discussed. All ayes; motion carried.

Prudent Man Advisors (PMA) Investment Update: Presentation from Prudent Man Advisors (PMA) regarding Oneida County Investments. Present from PMA were John Huber, Chief Investment Officer; Sara Schnoor, AVP Investment Solutions and Brian Hextell, Institutional Portfolio Manager. John Huber gave an economic and market update. Brian Hextell gave an update on the Oneida County portfolio. Discussion regarding Oneida County investments and returns.

Dog License Fee Increase:

Ordinance Amendment Chapter 23.06 and 23.07 - Dog License Fee:

Kris Ostermann reported that she has received a number of calls from Town Treasurers questioning the increase in dog license fees and the short amount of time allowed for responses. Discussion regarding the timing of raising fees and tax bills being sent out. Motion by Jensen/Hintz to postpone the ordinance amendment to Chapter 23.06 and 23.07 – Dog License Fee to a future meeting date. All aye; motion carried.

Broadband Project and Funding: Roger Luce and David Noel from the Economic Development Corporation were present and stated that they are looking for \$30,000 for broadband projects. They explained what the \$30,000 would be used for and what would happen if the \$30,000 does not get approved. Discussion regarding when this should be handled. A resolution will be brought to the next Administration Committee meeting.

Resolution to decrease the Deputy Clerk position in the County Clerk's Office to part-time (75%): Tracy Hartman reported that this is just a formality as the position has already been reduced to 75% but needs to be done on paper. Motion by Cushing/Hintz

to approve the resolution regarding the reduction of the Deputy Clerk to 75% and forward it to the County Board for their consideration as a consent agenda item. All aye; motion carried.

Forest County Economic Development Partnership – Joint Effort Marketing grant support letter: A letter was received from the Forest County Economic Development Partnership requesting support in a grant application.

Motion by Cushing/Jensen to approve the Forest County Economic Development Partnership letter in support of the Wolf River Scenic Byway. All aye; motion carried.

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

ITS

- Motion by Cushing/Fried to approve the IT Vouchers and blanket purchase orders as presented by ITS. All aye; motion carried.
- IT Planning update – Flint reported that the new tax website is up and live and he will demo it at a future meeting.

Funding for additional hours for LTE Zoning Technician: Request from Karl Jennrich for 250 LTE Hours. Some of this is due to a vacancy in their office, however, most of the hours are primarily for septic system inspections.

Motion by Cushing/Fried to approve the additional hours for the LTE Zoning Technician in the amount of \$5,819 funded from the Contingency Budget. All aye; motion carried.

Resolution to approve 2017 Budget Adjustments: Smith explained the 2017 budget adjustments that need to be approved at a County Board meeting. Motion by Jensen/Cushing to approve the resolution for 2017 budget adjustments as presented and forward it onto the County Board for approval. All aye; motion carried.

Review of 2018 Budget Documents: Smith explained the documents that will be presented to the County Board at the budget hearing. Discussion regarding the documents and changes the committee would like to see prior to the Budget Hearings.

Resolution to approve Tax Levy for 2017, collected in 2018:

Motion by Cushing/Jensen to approve the Resolution for the tax levy for 2017 and collected in 2018 and pass onto the full County Board for their consideration. All aye; motion carried.

11:29 a.m. – Ted Cushing is excused from the meeting.

Finance

- Motion by Fried/Hintz to approve the vouchers and blanket purchase orders as presented. All aye; motion carried.
- General Investments Report – August and September – Smith gave an update on general investments.
- 2017 Contingency Budget – Smith gave an update on the Contingency Budget as it stands for 2017.

County Clerk

- Motion by Cushing/Hintz to approve the Clerk's bills as presented. All aye; motion carried.
- Approve sale of postcards and expense – Hartman explained how the postcards were created. Hartman would like to be able to sell the postcards in the office and use the proceeds from the postcards to purchase future postcards.
Motion by Fried/Hintz to approve the sale and purchase of postcards pending approval from legal counsel. All aye; motion carried.

Treasurer

- Motion by Fried/Jensen to approve the Treasurer's bills as presented. All aye; motion carried.
- Statement(s) of cash – August and September – Ostermann presented the August and September statement of cash reports.
- Synopsis of WCTA Fall Conference – Ostermann gave a recap of the fall conference and topics that she received training about. Ostermann reported that she received her Public Management Essentials certificate from UW-Green Bay for 85 hours of continuing education.
- Treasurer's 2017-2018 Long Range Plan – Ostermann presented the committee with the Treasurer's long range plan.
- Motion by Jensen/Hintz to approve the long-range plan, department plan as presented by the Oneida County Treasurer. All aye; motion carried.


Public comment/communications – None


Dates and items for future agenda/meetings: The next administration committee meeting will be held on December 11, 2017 at 9:30 a.m.

Adjourn

Motion Jensen/Fried to adjourn at 11:58 a.m. All aye. Motion carried.

Respectfully submitted,


Tracy Hartman, Recording Secretary
Oneida County Clerk


David Hintz, Chair