

**JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE
SERVICES COMMITTEE
JANUARY 10, 2022
Minutes**

Committee members present: Chairman Dave Hintz, Alan VanRaalte, Ted Cushing, Bob Mott and Billy Fried.

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

Approve minutes: Motion by Fried/Mott to approve the minutes of December 8, 2021 with changes as adjusted. All aye; motion carried.

Public comment - None

Tourist Rooming House Task Force – Supervisor Thome reported that the Tourist Rooming House Task Force has met twice and there are three more scheduled meetings prior to the February County Board meeting. Thome reported that they are addressing six areas of concern and will be bringing that outline to the County Board meeting. Thome reported that the task force has been met with third party providers for services. Thome reported that as they meet they are uncovering further concerns and the task force is working to not only identify the problems but also to come up with proposed solutions for the problems. Thome reported that one of the issues will be staffing within the Planning and Zoning Department and the Health Department.

Request to waive insurance requirements for contract with Dementia Innovations – Mary Rideout, social Services Director, reported that they are working with a Risk Assessor regarding the insurance requirements and at this time are waiting for further information. Rideout gave an overview of the services that Dementia Innovations will be providing.

Electronic Voting System for County Board – Holewinski reviewed the electronic voting system being proposed, Meridia, and Hartman gave a demonstration of the voting system. Discussion regarding the voting system and questions were asked regarding the voting, voting via zoom, and adding monitors within the county board room to allow other areas of the room to view the vote. Motion by Fried/Mott to support moving the electronic voting system to the January County board for discussion and decision with the cost to include the addition of two additional monitors. Holewinski will work with Corporation Counsel and ITS to create a fiscal impact. Schreier asked if this could be funded through the recovery plan dollars. All aye; motion carried.

Update on Buildings and Grounds Safety Concerns – Fried reported that there was a discussion at a County Facilities meeting regarding safety concerns and a number of staff came forward and expressed concerns with the safety in the building. Fried stated that the employees requested a refresher for staff regarding safety and what to do in an emergency. Discussion regarding what that would entail. Fried would like Huber to attend a department head meeting and a courthouse security meeting to gather concerns and take those concerns to the County Board Chair and the Sheriff to determine what type of training may be beneficial. Mott asked if Buildings and Grounds looked into having all offices locked and having a buzz system to allow people to enter an office. Discussion regarding a secure location for the public if an event were to occur.

Oneida/Vilas Transit Charter Revisions – Fried stated that this came before the Administration Committee in October. Fried presented a list of proposed changes for the charter. Fried stated that there are additional changes that will be needed in the future, however, the changes presented today

have been approved by Vilas County and they would ask that the Oneida County Board approve the changes as presented. Scheier stated that Oneida County will need to appoint an additional member to the commission. Mott expressed concern with a number of the proposed changes. Discussion regarding how the proposed changes came about. Motion by VanRaalte/Fried to forward the proposed changes to the county board for their consideration and review. All aye; motion carried. Mott reiterated that he has concerns with some of the changes and would like the transit commission to review some of the concerns.

Agreement with General Engineering Company for CDBG Grant Administration Services –

Smigielski reported that the CDBG close projects were approved by the county board, however, the administration of that is overly burdensome and it was recommended by the state that the County look into hiring a company to administer the grant. Motion by Fried/VanRaalte to approve Oneida County to enter into an agreement with General Engineering Company for CDBG Grant Administration Services as outlined at today's meeting. All aye; motion carried.

Resolution to use Coronavirus Local Fiscal recovery Fund (CLFRF) Funding for the purposes of CDBG Grant Administration Services – Motion by Fried/Cushing to approve the resolution as stated in #11 and forward to the County Board for approval. All aye; motion carried.

Resolution to use Coronavirus Local Fiscal recovery Fund (CLFRF) Funding for the purposes of the Law Enforcement Center Chiller Project – Lindsey Kennedy, Buildings and Grounds, presented the proposal for the Law Enforcement Center Chiller Project. Kennedy reported that they are asking for relief funding to fund the project. Kennedy reported that the project will cost a total of \$383,037.00. Motion by Mott/Hintz to approve the amount of \$383,037.00 for the chiller project and move it onto the County Board. All aye; motion carried.

Resolution to award amended compensation packet to newly hired employee – Hintz reported that this came before LRES at the most recent meeting. Fried reported that the Sheriff was able to hire an E911 operator with experience from another jurisdiction. Motion by VanRaalte/Cushing to approve the resolution to award amended compensation packet to newly hired employee and forward it to the County Board for approval. All aye; motion carried.

Resolution to create a full time Children Services Support (CSS) Position and allocate funding from the CLFRF Fund – Rideout stated that this position was approved during the 2022 budget. This position will be facilitating visitation between parents and youth who have been placed in out of home care. Rideout reviewed the hours that this position will work. Rideout stated that the goal of this position is to help decrease the length of time that youth are placed out of their home. Discussion regarding the cost of out of home care. Rideout reported that for 2021 the cost was \$1.3 million. Motion by Cushing/VanRaalte to support the resolution to create a full time Children Services support position and allocate funding from the CLFRF fund and forward to the full County Board for approval. All aye; motion carried.

10:59 – Cushing Excused

Cost Allocation Plan – Smigielski reported that this study is used by a few departments to allocate costs from other departments. Smigielski stated that she is looking for approval from this committee to accept this report. Smigielski reported that this report costs \$4500 and by adding the IT Department to the assessment additional funds were recouped by Social Services and the ADRC. Rideout gave an explanation of funding that they are able to recoup from grants. Discussion regarding the different types of grants and how these costs are reimbursed. Motion by VanRaalte/Fried to accept the report. Smigielski reported that at the budget hearings the indirect costs of the ITS department was discussed and this is a way to get additional grant funding. All aye; motion carried.

ARPA Fiscal Recovery Funds Update – Smigielski reported that on Friday the US Treasury issued the final rules on the relief funding. Smigielski reported that they have loosened up the regulations. Smigielski reviewed some of the approved uses of the funding. Smigielski reported that Departments

are to bring any projects to their committee of jurisdiction and it will then be brought to the Administration committee for approval before going to County Board for approval. Discussion regarding the regulations and projects that have been approved. Discussion regarding businesses being able to apply for funds. Smigielski reported that the State will have grants for businesses and she would strongly encourage businesses to check with the state. Smigielski reported that there was discussion regarding the OCEDC requesting funds for businesses, however, at this time there are no funds allocated for that.

Resolution/Ordinance Amendment to update Oneida County Code – Ordinance 3.12 – Financial Policies and Procedures – Ostermann, Treasurer, reported that this is to lower the amount that the Treasurer is approved to pay if there is an underpayment of taxes. Motion by Fried/Hintz to approve and forward onto the County Board Ordinance Amendment to update Oneida County Code – Ordinance 3.12 – Financial Policies and Procedures

Property Appraisal Proposal – Discussion regarding the property appraisal proposal. Mott feels that this should be completed. Motion by Mott/VanRaalte to accept the proposal for \$18,700 with the yearly annual fee of \$700 for updates. Mott stated that this would need to come from the general fund for this year with the future year updates to come from the insurance budget. Fried stated that he is against this and would like to see other options looked at. VanRaalte questioned the value of the Koinenia building. Discussion regarding the Koinenia building. Mott stated that it is time for a full appraisal to be completed. Roll call vote; VanRaalte, nay; Fried, nay; Mott, aye; Hintz, nay. Motion fails.

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

Finance

- Smigielski presented the Finance Vouchers. Motion by VanRaalte/Fried to approve the vouchers as presented. All aye; motion carried.
- Smigielski presented the 2022 blanket purchase orders for the Finance Department. Motion by VanRaalte/Fried to approve the finance blanket purchase orders as presented. All aye; motion carried.
- General Investments Report – November – Discussion regarding the general investment report.
- Sales Tax Report – Smigielski presented the Sales Tax report.

ITS

- Thompson presented the vouchers and 2022 blanket purchase orders for ITS. Motion by VanRaalte/Fried to approve the ITS vouchers and blanket purchase orders as presented by ITS. All aye; motion carried.
- IT Planning update – Rhodes gave a planning update.

Treasurer

- Motion by VanRaalte/Hintz to approve the vouchers for the Treasurer’s office. All aye; motion carried.
- Statement(s) of cash – November : Ostermann presented and explained the October and November statement of cash reports.

County Clerk

- Motion by VanRaalte/Fried to approve the County Clerk vouchers and 2022 Blanket Purchase Orders 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 February 3rd at 9:30 a.m. Future topics: Property Appraisal

Closed Session - It is anticipated that a motion will be made, seconded, and approved by roll call vote to enter into closed session pursuant to Section 19.85(1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Topic: ADRC Complaint). A

roll call vote will be taken to go into closed session and it is anticipated that the Committee will return to open session by roll call vote to consider the remainder of the meeting agenda.

Motion by VanRaalte/Fried at 11:55 a.m. to go into closed session for the reason stated. Roll call vote; VanRaalte, aye; Fried, aye; Mott, aye; Hintz, aye. Motion carried.

Motion by Hintz/VanRaalte to return to open session at 12:17 p.m. Roll call vote; VanRaalte, aye; Fried, aye; Mott, aye; Hintz, aye. Motion carried.

Announcement of action taken in closed session, or take action based on closed session (NOTE: If the announcement of action taken in closed session would compromise the need for the closed session, the action taken will not be announced. Any action taken in closed session may be announced when the need for the closed session has passed).

Hintz reported that there was no action taken in closed session.

Adjourn – Hintz adjourned the meeting at 12:18 p.m.

Respectfully submitted,
Tracy Hartman, Recording Secretary
Oneida County Clerk