

**JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE
SERVICES COMMITTEE
JANUARY 15, 2020
Minutes**

Committee members present: Chairman Dave Hintz, Robb Jensen, Ted Cushing, Bob Mott and Billy Fried. Also present, Sonny Paszak for the Public Works committee.

Call to order: Chairman Hintz called the meeting to order at 1:00 p.m. in the 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/Paszak to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

Approve minutes: Motion by Jensen/Cushing to approve the minutes of 12/18/2019 and 1/7/2020. All aye; motion carried.

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

Health Department – Rebecca Lohagen – 3/30/2020 to 4/3/2020 – Dallas, TX – National Preparedness Conference – Linda Conlon was present and explained the travel request. Conlon reported that the travel and conference is covered by a scholarship and the wages are covered by a grant. Motion by Cushing/Mott to approve the out-of-state travel as requested. All aye; motion carried.

Resolution regarding the 2019 Winter Maintenance Budget for Public Works – Jensen called the Public works committee to order at 1:05 p.m. Motion by Cushing/Paszak to approve the agenda of the public works committee. All aye; motion carried. Jensen presented the resolution to use \$142,743 from the General Fund to fund costs of winter maintenance incurred for County roads and bridges caused by winter snow and ice events in the fiscal year 2019. Discussion regarding funding for the overages. Smith explained that normally the highway department is funded with a set amount of levy dollars and there isn't additional money funded through the levy. If this is approved it would be levy dollars paying for the overage. Motion by Cushing/Paszak to approve the resolution regarding the 2019 Winter Maintenance Budget for Public Works and forward it onto the Administration Committee for consideration. All aye; motion carried.

Jensen adjourned the Public Works meeting at 1:23 p.m. Paszak is excused.

Motion by Cushing/Mott that the Administration Committee supports sending the resolution regarding the 2019 Winter Maintenance Budget for Public Works to the County Board for consideration. All aye; motion carried.

Funding for 2020 Capital Improvement Program Projects/ Resolution to Fund \$2,267,635 from the General Fund/Approval to file an Application to the Bureau of Commissioners of Public Lands (BCPL) for up to Up to \$2,000,000 - Hintz explained that this is meant to address the 2020 Capital Improvement Program Projects that were not approved at the 2020 Budget Hearing and how to fund them. Mike Romportl would like to see the Administration Committee bring back the resolution for bonding from November for consideration. Romportl

stated that not all of the CIP projects were funded, however, all of the CIP projects are needed. Hintz gave an overview of how the committee got to the two items that are currently being considered for County Board consideration. Discussion regarding the funding and how to approach it with the County Board. Jensen expressed concern with decreasing the general fund and the impact this would have on future bond ratings. Steven Schreier expressed support for bringing back the original bonding resolution to the County Board for consideration. Hintz stated that bringing the resolution for bonding back to the County Board may make the decision too complex. Motion by Fried/Cushing to approve the Resolution to fund \$2,267,635 from the general fund and forward the resolution onto the full County Board and to approve forwarding to the County Board the approval to file an Application to the Bureau of Commissioners of Public Lands (BCPL) for up to Up to \$2,000,000. All aye; motion carried.

CLOSED SESSION: It is anticipated that the committee may meet in closed session pursuant to Wisconsin Statutes, Section 19.85 (1)(e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Topic: Corporation Counsel Paperless Office Software. 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.

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).

Motion/Second: Fried/Jensen to go into Closed Session at 1:56 p.m.

Roll Call Vote: Fried, aye; Hintz, aye; Cushing, aye; Jensen, aye; Mott, aye.

Motion/Second: Cushing/Hintz to return to Open Session at 2:15 p.m.

Roll Call Vote: Fried, aye; Hintz, aye; Jensen, aye; Mott; Aye; Cushing, Aye.

Hintz announced that while in closed session the committee took no action taken.

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

County Clerk

- Motion by Cushing/Mott to approve the clerks vouchers as presented. All aye; motion carried.

2020 Medical Expense Reimbursement Plan (MERP) Line Item Transfer – Smith presented a line item transfer for 2020 MERP. Smith reported that there is about \$31,000 in savings from MERP this year instead of the \$60,000 that was presented at the budget hearings. Smith reported that the Line Item Transfer will move the money from the department budgets to the contingency budget. Smith reported that the negative from this line item transfer will be offset by other savings. Motion by Jensen/Cushing to approve the finance line item transfer as presented. All aye; motion carried.

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

Finance

- Smith presented line item transfers to move the 2020 Health Insurance increase from contingency to the department budgets, to move the 2% COLA adjustment and Carlson Dettman increases to the department budgets and a line item transfer to move 2019 health insurance from one department to another department. Smith reported that these are all budgeted, however, the money needs to be moved from one area to another area. Motion by Cushing/Mott to approve the line item transfers as presented. All aye; motion carried.
- Smith presented the finance vouchers. Motion by Jensen/Cushing to approve the Finance Vouchers as presented. All aye; motion carried.
- General Investments Report – November 2019 – Smith presented the November 2019 General Investments report. Discussion regarding how spending down the general fund would impact the interest that is received.
- Review of 2019/2020 Contingency Budget – Smith reviewed the 2019 Contingency budget and the 2020 contingency budget. Smith reported that the 2019 Contingency budget has almost \$290,000 left in contingency; however, there are approximately \$1.1 million in department overages that will need to be covered. Discussion regarding how this is covered using revenue overages from departments.

ITS

- Line item Transfer – New Dell Switch for the data center at the Sheriff's Office – Rhodes reported that they are planning to use funds from their contingency fund to purchase a new dell switch for the Sheriff's Office. Motion by Cushing/Jensen to approve the line item transfer. All aye; motion carried.
- Rhodes presented the ITS Vouchers – Motion by Jensen/Cushing to approve the ITS Vouchers as presented. All aye; motion carried.
- IT Planning update – Rhodes presented the ITS December status update.

Treasurer

- December Statement(s) of cash – Ostermann presented the December Statement of Cash.
- Motion by Mott/Jensen to approve the Treasurer's Expense voucher as presented. All aye; motion carried.
- Motion by Jensen/Fried to approve the Treasurer's Vouchers 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 10, 2020 at 9:30 a.m. Discussion regarding going paperless, IT costs and security.

Adjourn – Hintz adjourned the meeting at 2:59 p.m.

Respectfully submitted,

Tracy Hartman, Recording Secretary
Oneida County Clerk

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