

**JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE  
SERVICES COMMITTEE  
NOVEMBER 3, 2021  
Minutes**

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

**Absent:** Ted Cushing

**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.

*9:33 a.m. – Hintz leaves the meeting.*

**Approve agenda:** Motion by Mott/VanRaalte to approve today's agenda with the order of items at the Chair's discretion. All "Aye"; motion carried.

**Approve minutes:** Motion by VanRaalte/Mott to approve the minutes of October 4, 5, 6. All "Aye"; motion carried.

**Public Comment:** None

**Resolution to create a full time Dementia Care Specialist (DCS) position and eliminate a part-time ADRC Specialist position -** Motion by Mott/VanRaalte to approve the resolution to create a full time Dementia Care Specialist (DCS) position and eliminate a part-time ADRC Specialist position. All "Aye"; motion carried.

*9:39 a.m. – Hintz returns*

*9:40 a.m. – Cushing arrives*

**Tourist Rooming House Issues – resolution, task force or sub-committee to move TRH issues forward –** Supervisor Thome presented an information sheet that listed the definition and requirements of tourist rooming house operations (TRHOs), the numbers, challenges, and suggestions for moving forward. Thome reviewed the information on the sheet. Thome spoke about the staffing level in the Planning and Zoning Department and in the Health Department and the issues staffing creates with being able to follow through on TRHO enforcement. Jennrich presented information on the TRH letters sent to date, TRH research that has been completed on units and TRH Citations issued for not following ARP conditions. Motion by Mott/Fried to form a committee to look more into TRH concerns that the Health Department and Planning and Development have and come up with solutions to solve the problems or concerns that Supervisor Thome has brought forward today. Discussion regarding the members of the committee and having it called a task force. All "Aye", motion carried.

**Resolution to create a full-time network analyst-office manager position –** Motion by Cushing/VanRaalte to approve the resolution to create a full-time network analyst-office manager position and forward it to the County Board. All "Aye"; motion carried.

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

ITS

- Motion by Cushing/VanRaalte 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.

**Resolution to increase a part time Deputy Medical Examiner to a full-time Deputy Medical Examiner** – Motion by Cushing/VanRaalte to approve the resolution to increase the part-time Deputy Medical Examiner to a full-time Deputy Medical Examiner and forward to the County Board for agenda. All “Aye”; motion carried.

**Resolution/Ordinance Amendment to update Chapter 3 – Reimbursement for expenses – Travel and Training** – Smigielski reported that the County Board changed the reimbursement and per diems for the deputies during contract negotiations and this ordinance amendment will make those changes for all county employees. Additional changes requested in the proposed resolution are: 1) line 94 change “ate” to “date”, 2) line 186 change the hyperlink to state Can be found at the GSA website, 3) line 272 change “Per Diem” to “Stipend”. Motion by VanRaalte/Fried to approve the Resolution/Ordinance Amendment to update Chapter 3 – Reimbursement for expenses – Travel and Training with changes as discussed and forward to the County Board for approval. All aye; motion carried.

**Resolution/Ordinance Amendment to Chapter 3 – Reimbursement for expenses – County Board Compensation** – Fried stated that he brought this proposed resolution forward which will increase the stipend for County Board meetings from \$70 to \$100. Motion by Cushing/Fried to approve the Resolution/Ordinance Amendment to Chapter 3 – Reimbursement for expenses – County Board Compensation and forward to the County Board for approval. Discussion regarding the county board compensation and removing the word “actual” from line 33. Discussion regarding the stipend increase. Voice Vote; 4 Aye, 1 Nay; motion carried.

**Resolution to provide a general wage increase for general municipal employees** – Fried stated that he would like to amend the resolution and increase the wage to 2.33%. Motion by Fried/Cushing to amend line 22 to state “shall include an increase of 2.33%” and the funding for the additional percentage will come from vacancy dollars and forward to the full County Board for approval. Fried stated that this change is consistent with what has been done in the past and will help to maintain our wages at the necessary level. All Aye; motion carried.

*10:47 a.m. – Cushing leaves meeting*

**Resolution to Approve Tax Levy for 2021, collected in 2022** – Smigielski reported that this resolution is consistent with the budget that was approved at the budget hearings and reviewed the budget and levy. Smigielski reported that the levy will go up \$17,741,722 which is a 4.8% increase with the rate per \$1000 of equalized valuation going from 2.27 to 2.28. Discussion regarding the EMS increase. Motion by VanRaalte/Mott to approve the Tax levy for 2021, collected in 2022 and pass it on to the County Board for their consideration. All “Aye”; motion carried.

*10:55 a.m. – Cushing Returns*

**ARPA Approval Process** – Fried stated that there are a few projects that have been approved through CIP projects that will be funded by ARPA funds. Fried stated that after CIP projects were approved and forwarded on there have been additional projects requested and there needs to be a process to approve future projects. Hintz stated that his vision of future projects will be brought to the administration committee for approval prior to coming to the County Board. Discussion regarding the future process. Future projects will go before the Committee of Jurisdiction and then brought to the Administration Committee. Smigielski reported that she has received calls from a few Town Clerks requesting to be able to turn the funding over to the county. Discussion on how that would work. Smigielski reported that she will work on information to share with the municipalities.

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

Finance

- Motion by Cushing/VanRaalte to approve the vouchers as presented. All “Aye”; motion carried.
- Cost Allocation Consultant Contract Approval – Smigielski presented the cost allocation consultant contract for Maximus Consulting Services. Motion by VanRaalte/Cushing to approve the Cost Allocation Consultant Contract. All “Aye”; motion carried.
- Investment Manager update – Smigielski reported that BMO Financial Group which manages approximately \$7 million in county funds is exiting the fixed-income, short-term investment management business as of December 31<sup>st</sup> and managers will need to be changed. Discussion regarding the necessary change.
- Other Post-Employment Benefits (OPEB) Actuary Contract Approval – Smigielski explained the OPEB contract. Motion by Cushing/Mott to approve the Other Post-Employment Benefits (OPEB) Actuary Contract with a 4 year term. All “Aye”; motion carried.
- General Investments Report – September – Discussion regarding the general investment report.
- Sales Tax Collections for September, 2021 – Discussion regarding the sales tax collections for the past year and future expectations.

Treasurer

- IN REM direction for RH-231 157 S. Anderson Street – Ostermann reported that there are currently 52 parcels that are currently going through the tax foreclosure process. Ostermann reported that in going through the IN REM process it was discovered that one of the properties is a gas station and there are concerns with foreclosing on a gas station. Ostermann would like to remove that property from the list. Discussion and agreement from the committee to wait on the property.
- Statement(s) of cash – August and September: Ostermann presented and explained the statement of cash reports.
- Motion by Mott/VanRaalte to approve the Treasurer’s vouchers and Line Item Transfer as presented. All “Aye”; motion carried.

County Clerk

- Motion by Mott/Hintz to approve the County Clerk 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 November 18<sup>th</sup> at 11:00 a.m. and December 8<sup>th</sup> at 9:30 a.m. Future topics: Duplication of contracts.

*11:31 a.m. – Cushing leaves the meeting*

**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)(c), Wisconsin Stats., “considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility” (Topic: performance evaluation review for Finance Director) and pursuant to Section 1985 (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 (topics: Opioid Litigation update, Airport PFAS Update and Underground Fuel Tank). 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 by VanRaalte/Fried to go into closed session at 11:30 a.m. Roll call vote: VanRaalte, Aye; Hintz, Aye; Fried, Aye; Mott, Aye; Motion carried.

Motion by VanRaalte/Mott to return to open session at 12:27 a.m. Roll call vote: VanRaalte, Aye; Hintz, Aye; Fried, Aye; Mott, Aye; Motion carried.

**Adjourn** – Hintz adjourned the meeting at 12:28 p.m.

Respectfully submitted,

---

Tracy Hartman, Recording Secretary  
Oneida County Clerk

---

David Hintz, Chair