

**JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE
SERVICES COMMITTEE
DECEMBER 11, 2019
Minutes**

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

Call to order: Chairman Hintz called the meeting to order at 9:00 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/Mott to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

Approve minutes: Motion by Fried/Cushing to approve the minutes of 12/11/2019 with changes as discussed. All aye; motion carried.

Out-of-State/Out-of-County Travel Request - HR Director – National Counties

Association – 2020 meeting dates - Charbarneau gave a handout with the information regarding the three meetings that she attends for the National Association of Counties. All expenses are paid for by the Wisconsin Counties Association, except wages. Motion by Mott/Cushing to approve Lisa Charbarneaus attendance at the meetings presented. Jensen expressed concern with this and questioned what the benefit is to Oneida County and Fried agreed with concerns. All aye; motion carried.

Capital Improvement Project Plan History and 5-Year plan – Funding for 2020 and future years Capital Improvement Program Projects - General Fund and Analysis and Borrowing

- Hintz stated that at the last meeting the committee unanimously agreed that there are 14 CIP projects that needed to be completed in 2020 and the task is now to figure out how to fund the 10 projects that weren't funded through the 2020 budget process. Hintz explained the process by which Oneida County has funded CIP projects in the past and how the state laws limit our levy and ability to tax for projects. Smith presented a graph that showed CIP project costs for the last 5 years. Smith stated that in the past five years the county has averaged 18 projects per year with an average cost of \$1.8 million with \$1.3 million coming from the general fund. Smith reported that currently the estimated projects for the 4 years after 2020 are averaging six projects per year with \$2.1 million per year. Discussion regarding future projects that have been proposed. Smith provided the 5-year plan for CIP Projects and provided a listing of the 14 CIP Projects in 2020. Discussion regarding the 2020 projects. Discussion regarding the vehicle purchase for social services. Smith presented a graph showing the unassigned general fund balance for the last 10 years and showed the general fund balance if \$4 million is used for CIP or if \$6.3 million is used for CIP. Smith presented an analysis of uses of the general fund balance. Smith presented an email from Scott Sternhagen, CLA auditor, and he has stated that the County should have 25-30% of expenditures in the fund balance. He also expressed concern with using all of the excess general fund for CIP projects. Smith also presented an email from Bradley Viegut, Baird, expressing concern with the using \$6.8 million from the general fund. Viegut stated that if the money is no longer in the general fund the bond rating would go down and interest rate for bonding would go up. Discussion regarding the undesignated funds and designated funds. Hintz explained that there

are a few different options to pay for CIP Projects. The first option would be to take the entire amount from the general fund. The second option would be to borrow the money and there are a number of different ways to borrow money. Hintz explained the different borrowing options: 1) borrow from the Board of Commissioners of Public Lands, 2) Bonding, 3) borrow from a traditional bank. Hintz stated that he believes the task of this committee is to come up with the options that are available to the county for funding the CIP Projects and what the implications of each one would be. Discussion regarding what could be taken out of the general fund and still maintain the Aa1 rating. Discussion regarding borrowing money from the BCPL and if the bond rating impacts using the BCPL. Discussion regarding the 14 CIP projects and what is necessary in 2020. Discussion regarding money that is being used from the general fund to fund the 2020 budget. Hintz stated that he would like this committee to come up with two plans on how to fund the CIP projects, one from the general fund and one through borrowing. If the plans fail at the County Board then the committee will need to look at which projects to complete. Hintz would like to see Smith return in January with options for plans to present to the County Board. Hintz reiterated that the County is in excellent financial condition and therefore there are options available.

Oneida County Humane Society Contract – Desmond presented an updated Oneida County Humane Society Contract. Motion by Mott/Cushing to approve the OCHS contract as presented. All aye; motion carried.

Aramark Contract Approval – Fried explained that this is a service contract with Aramark that has been signed in the past and Corporation Counsel suggested some changes to the contract that Aramark would not agree with. Fried explained the service provided by Aramark. Motion by Cushing/Hintz to approve the Aramark contract as presented by Fried. All aye; motion carried.

Multifunction Copier Replacement – Rhodes presented a proposal for a RICOH copier through EO Johnson. Smith reported that there are funds in the buildings and grounds budget to purchase the copier. Motion by Jensen/Cushing to accept the quotation from EO Johnson Business Technology Services for the Ricoh IM C6000 Copier as presented with a purchase price of \$9028.93.

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

Finance

- Motion by Cushing/Jensen to approve the finance vouchers as presented. Discussion regarding a voucher. All aye; motion carried.
- General Investments Report – October 2019 – Smith presented the investment summary through October 31, 2019.
- Review of 2018/2019 Contingency Budget – Smith presented the 2018/2019 contingency budget. Smith is estimating that the contingency will be overdrawn by approximately \$585,000 by the end of 2019. Discussion regarding the funds needed from the general fund.
- 2019 Vacancy Budget – Smith presented that vacancy budget through 3 quarters in 2019. Smith reported that she doesn't believe this budget will be met.
- 2020 Long Range Plan – Smith presented the Finance long-range plan. Motion by Jensen/Mott to accept the 2020 long-range plan with the addition of centralized purchasing. All aye; motion carried.

- 2020 Blanket Purchase Orders – Not presented.
- ITS
- 2020 Blanket Purchase Orders – Motion by Cushing/Hintz to approve ITS Blanket Purchase Orders as presented. All aye; motion carried.
 - Motion by Cushing/Jensen to approve the ITS Vouchers as presented. All aye; motion carried.
 - 2020 Long Range Plan – Rhodes presented the ITS Long Range Plan. Rhodes reported that there weren't many changes made in 2020. Discussion regarding upcoming ITS projects. Motion by Cushing/Hintz to approve the long range plan for ITS. All aye; motion carried.
 - IT Planning update – Rhodes presented the IT Status update for November.
- Treasurer
- October and November Statement(s) of cash – Ostermann presented the October and November Statements of Cash.
 - 2019/2020 Membership Dues – Ostermann presented the Treasurer's membership dues and training costs.
- County Clerk
- Motion by Cushing/Hintz to approve the County Clerk's vouchers as presented. All aye; motion carried.
 - 2020 Blanket Purchase Orders – Motion by Jensen/Cushing to approve the County Clerk's blanket purchase orders as presented. All aye; motion carried.
 - 2020 Long Range Plan – Hartman presented the County Clerk's long range plan. Motion by Cushing/Hintz to approve the County Clerk's Long Range plan 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 January 7, 2020 at 9:00 a.m. and the regular meeting will be held on Wednesday, January 15th at 1:00 p.m. Future topics: Funding for CIP Projects.

Adjourn – Hintz adjourned the meeting at 11:34 a.m.

Respectfully submitted,

Tracy Hartman, Recording Secretary
Oneida County Clerk

David Hintz, Chair