

**JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE
SERVICES COMMITTEE
DECEMBER 8, 2021
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 agenda with the order of items at the Chair's discretion. All aye; motion carried.

Approve minutes: Motion by VanRaalte/Cushing to approve the minutes of November 3, 2021. All aye; motion carried.

Public Comment - None

2021 CDBG Close Public Facilities Project Update and Request for Proposal (RFP) for CDBG Consultant – Smigielski reported that in 2021 the County entered into a sub award agreement with the State of Wisconsin for the CDBG close funding in the amount of approximately \$740,000. Smigielski gave an update on the progress for the projects and concerns expressed by the state regarding the lack of progress on the projects. Smigielski reported that the state urged the county to hire a consultant to help manage the process. This would be an expense to the county and the County wouldn't be reimbursed from the CDBG grant for this. Smigielski reported that an RFP would need to be put out and if the cost is under \$25,000 it would be brought back to the administration committee for approval and if it is over \$25,000 it would need to go to the County Board for approval. Motion by Hintz/Cushing to proceed with the RFP as suggested. Smigielski would propose that the departments and municipalities would share the cost of the consultant. Mark Pertile, Minocqua Town road supervisor, requested that the county proceed as quickly as possible. Discussion regarding the projects, the funding and the consultant. All aye; motion carried.

Electronic Voting System for County Board – Supervisor Holewinski proposed that the county look into an electronic voting system for the county board. Holewinski proposed that the committee look at purchasing the Meridia voting system. Discussion regarding the system. Peter Barbel from Meridia appeared via zoom and gave an overview of the system. Barbel reported that members appearing via zoom would be able to vote using their "smart" device. VanRaalte expressed concern with the system. Further discussion regarding the system and how it will work for our board. Schreier expressed support for the system. Questions were asked regarding how voting would occur for supervisors appearing via zoom, how the vote is stored and what can be viewed by the supervisors and the public. Discussion regarding the annual \$495 fee for ongoing support, software updates and the online mobile voting. Barbel reported that the system comes with a 3 year warranty on the system. Motion by Hintz/VanRaalte that the clerk proceed with a demonstration of the system. Discussion regarding the sale price, Barbel stated that the promotion price would be extended to allow time for a demonstration. Voice vote taken, 4 aye, 1 nay. Motion carried.

Pollution Insurance Approval – Hartman presented the pollution insurance proposal for the underground gas tank. Motion by Cushing/Mott to approve the 2 year term with TRIA for \$1,143.30. All aye; motion carried.

Insurance Proposals for 2022 – Motion by Mott/Cushing to approve the insurance costs as reported with the understanding that the property insurance cost may change if an appraisal is sought. Discussion regarding the deductible fund. All aye; motion carried.

Property Insurance Appraisal Proposal – Hartman explained that the Human Service Center has expressed a concern with the appraised value of the Koinonia building. In checking with the insurance the appraised value of buildings is set by the county and County Mutual Insurance would recommend a reappraisal every 5-7 years. The only appraisal that could be located in the files is from the late 1980's. Discussion regarding building appraisal and how that is completed. Hartman presented a proposal from AAE Consulting Group with 3 options for an appraisal. Discussion regarding the proposal. Motion by Cushing/Mott to approve the full appraisal in the estimated cost of \$18,700. Fried stated that he would like another month to look at this and move forward with this in 2022. Discussion regarding where the funding will come from. Fried would like to see a plan of where the money will come from and further discussions with our insurance company with other options available. Motion by Hintz/Mott to table this topic until the January 2022 Administration Committee meeting. Discussion regarding the motion and how this will impact the original motion to approve the full appraisal.

10:57 a.m. – Recess to seek legal discussion.

11:03 a.m. – Return to open session.

Fugle clarified that the motion to table will supersede the previous motion and the topic would be brought back to the next meeting. Hintz called the question on the motion by Hintz/Mott to table this topic until the January 2022 Administration Committee meeting. All aye on the motion to table.

ARPA Approval Process – Smigielski presented a memo requesting that a formal process be created for the ARPA Approval Process. Smigielski reviewed the recommendations for project approval which include 1) looking at other dedicated grants and programs for funding, 2) prior to relief funding being approved a firm bid, quote or proposal would be received, 3) only projects over \$100,000 will be considered, 4) once formal bids or proposals are approved a resolution with a fiscal impact will be brought to the Administration Committee and to the County Board. Discussion regarding the proposed process. Motion by VanRaalte/Cushing to adopt the approval process and forms as presented. All aye; motion carried.

Broad Band ARPA and Community Assistance Dollars – Jeff Verdoorn, Economic Development Corporation, reported that the PSC has opened up grants in the amount of \$110 million that needs to be applied for between December 1st and March 17th. Verdoorn stated that the PSC will look at matching dollars when determining who receives the funding. Verdoorn is looking for approval from the committee to move forward with looking for matching dollars from service providers. Motion by Mott/Hintz to support OCEDC to continue to investigate this broadband investment using some ARPA funds for Oneida County. Discussion regarding the broadband that would be looked at and the potential cost. All aye; motion carried.

Payroll Garnishment Employer Fee – Smigielski reported that at this time the county does not deduct from the employees that have child support orders a payroll garnishment employer fee. Smigielski reported that the fee would be \$3 for child support and \$5 for public assistance. Smigielski reported that this is allowed under state statute and would not need to go before the county board. Motion by VanRaalte/Cushing to approve the charge of fees for child support and for public assistance for employee garnishment of wages. Discussion regarding the fees. All aye; motion carried.

Resolution to Appoint Investment Advisors – Motion by Cushing/VanRaalte to approve the resolution to appoint investment advisors and forward it to the County Board for approval. Discussion regarding the proposals. All aye; motion carried.

2022 Bank Depositories Resolution – Motion by Cushing/VanRaalte to approve the 2022 Bank Depositories Resolution and forward to the county board. All aye; motion carried.

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

- Sales Tax Collections for October, 2021 – Smigielski presented the October, 2021 sales tax collections.
- General Investments for October, 2021 – Smigielski presented the October 2021 general investments report.
- 2021 Audit Update – Smigielski gave an updated on the 2021 audit update.
- Motion by Cushing/VanRaalte to approve the line item transfer as presented. All aye; motion carried.
- Long Range Plan – Motion by Hintz/Cushing to approve the long range plan as presented with the addition of oversight of funds and investments. All aye; motion carried.
- Motion by Fried/Cushing to approve the vouchers, December blanket purchase order and line item transfers as presented. All aye; motion carried.

ITS

- Motion by VanRaalte/Mott 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 and reported that the jail camera project has been completed and that there were no downtimes during the last month.
- Long Range Plan – Rhodes presented the long range plan. Motion by Cushing/Mott to approve the ITS Long range plan as presented. All aye; motion carried.

Treasurer

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

County Clerk

- Motion by Fried/VanRaalte to approve the County Clerk vouchers as presented. All aye; motion carried.
- Long Range Plan – Motion by Mott/VanRaalte to approve the long range plan of the County Clerk's office. Fried would like to see a list of the duties that are performed by the County Clerk's Office that aren't included on the long range plan. 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 10th at 9:30 a.m. Future topics: Property Appraisal and Transit Director update.

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) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Topic: Reclassification Request Payroll/Purchasing Technician to Financial Specialist). 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 made by VanRaalte/Cushing to go into closed session at 12:16 p.m. Roll call vote: Hintz, aye; VanRaalte, aye; Cushing, aye; Fried, aye; Mott, aye; Motion carried.

Motion made by Cushing/Mott to return to open session at 12:30 p.m. Roll call vote: Hintz, aye; VanRaalte, aye; Cushing, aye; Fried, aye; Mott, 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 while in closed session no action was taken.

Motion by Cushing/Mott to move the payroll purchasing technician to financial specialist and change the employee from grade level H step seven to grade level I step five. All aye; motion carried.

Adjourn – Hintz adjourned the meeting at 12:31 p.m.

Respectfully submitted,

/s/ tracy hartman
Tracy Hartman, Recording Secretary
Oneida County Clerk

/s/ dave hintz

David Hintz, Chair