

**JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE**

**MARCH 7, 2022**

**Minutes**

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

**Committee members absent:** Ted Cushing, Bob Mott

**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 VanRaalte/Fried to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

**Approve minutes:** Motion by VanRaalte/Fried to approve the minutes of February 3, 2022 with changes as discussed. All aye; motion carried.

**Public comment - None**

**Relief Funding Plan Update** – Smigielski presented an Oneida County Relief Funding Plan and gave an overview of the projects approved to date. Smigielski reported that \$2,000,000 has been allocated under the Public health/Economic Impact Projects. Smigielski reported that following allocations within the Public Health/Economic Impact projects are – Oneida County Fair (\$165,000), vaccine Administration & Promotion (\$150,000), Community Investment (\$675,000), Child Protective Services (\$625,000), Substance Abuse Mitigation (\$300,000), Disinfection of County Facilities and Vehicles (request withdrawn), Single Audit fees (\$10,000). Smigielski reported \$1,500,000 has been allocated for Infrastructure and the following allocations within that section have been made – Tourist Rooming House Licensing enforcement (\$100,000) and Broadband (\$1,600,000). Smigielski reported that \$3,000,000 has been allocated for Government services with the following allocations made – Courthouse Improvements (\$1,000,000), Law Enforcement Center Improvements (\$500,000), Information Technology Improvements (\$1,500,000). Smigielski reported that there has been \$200,000 set aside for contingency. Smigielski reported that as projects get approved by the county board they are tracked on the Finance page within the Oneida County website.

**Resolution to use CLFRF Funds for Law Enforcement Center Jail Security Glass Replacement Project** – Troy Huber gave an overview of the two bids received. Discussion regarding the difference between the two bids. Motion by VanRaalte/Hintz to approve the resolution to use CLFRF Funds for Law Enforcement Center Jail Security Glass Replacement Project and forward it to the County Board for approval. All aye motion carried.

**Resolution to use CLFRF Funds for the purpose of assisting the Oneida County Fair, INC.** - Motion by VanRaalte/Hintz to approve the resolution to use CLFRF Funds for the purpose of assisting the Oneida County Fair, INC. and forward it to the County Board for approval. Tom Barnett reported that the funding will be used to purchase land for a fairgrounds locations and for some buildings infrastructure. Barnett reported that they have found land for \$100,000 which will leave \$60,000 for infrastructure. Discussion regarding the resolution and the request. Fried and Hintz expressed concern with approving this request at this time and expressed concerns with the resolution stating that the request is to be used to recover annual

losses, however, today the request was presented as a land purchase. Barnett requested that this be moved to the full county board for consideration. Roll call vote: Fried, nay; VanRaalte, nay; Hintz, nay. Hintz stated that any County Board Supervisor can bring a resolution to the County Board.

**Property Appraisal** – Hintz reported that this is still be reviewed and mixed information has been received from the insurance company. Hintz reported that this will continue to be looked at and a future proposal will be brought to the committee.

**Relief Funding Plan Update** – Fried request that this topic be revisited. Fried reported that the CIP committee has been meeting and reviewing the requests that were received and approved last year. Fried reported that the garage for the Health Department came in almost double the ask and that has been put on hold. Fried requested guidance on projects and how they should be handled. Discussion regarding relief funding projects. It was determined that these projects need to go through their committee of jurisdiction, then to the CIP Committee and finally brought to the Administration committee. All projects will need to complete the forms as required by Finance. Discussion regarding holding these project in a que so that they can all be evaluated at once to be prioritized.

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

##### Finance

- Motion by VanRaalte/Hintz to approve the vouchers, All aye; motion carried.
- General Investments Report – Discussion regarding the January general investment report.
- Sales Tax by Month – Smigielski reported that in the month of February the County received \$501,151 which is the highest amount received in February. Discussion regarding the sales tax revenue.
- Other Post-Employment Benefits (OPEB) Actuarial Report dated December 31, 2021 – Smigielski reported that the OPEB Actuarial Report looks at health insurance benefits at retirement. Smigielski presented the OPEB actuarial report which shows a liability of \$4,567,182 which is a decrease from last year due to a misclassification found in benefits of the non-represented protective employees. Smigielski reported that Jenni Lueneburg from LRES helped gather the data this year and thanked her for her help.
- 2023 Preliminary Budget Calendar – Smigielski presented a preliminary 2023 budget calendar.
- PMA Asset Management, Investment Portfolio Presentation and Recommendations/ Changes – Brian Hextell, PMA, and Lisa Pallock-Nusko, PMA, introduced themselves and gave a presentation that covered an overview of PMA, PMA's investment philosophy, Market & Economic Update, Portfolio Update and Investment Strategy. Discussion regarding the investments the county is currently has in its portfolio. Hextell stated that at this time he would recommend that the County maintain the strategy that it has used in the past. Smigielski expressed concern with the \$2 million increase that was made to PMA one year ago. Discussion regarding the increase. Smigielski would like to see the portfolio decreased by the \$2 million investment over the next 6 months. Discussion with the committee and direction was given on how to proceed. Smigielski will work with PMA and bring a proposal to a future meeting.

11:40 – Recess

11:46 – Return from Recess

## ITS

- Motion by VanRaalte/Hintz to approve the ITS vouchers as presented by ITS. All aye; motion carried.
- Motion by Hintz/VanRaalte to approve the ITS Line Item transfers for the 2021 budget. Marie Thompson reported that overages are coming from their contingency. All aye; motion carried.
- IT Planning update – Rhodes gave a planning update.

## Treasurer

- Motion by Hintz/VanRaalte to approve the line item transfer for the Treasurer's office. All aye; motion carried.
- Statement(s) of cash – January: Ostermann presented and explained the January statement of cash reports.

## County Clerk

- Motion by Fried/Hintz to approve the County Clerk vouchers as presented. All aye; motion carried.
- Motion by Hintz/Fried to approve the County Clerk line item transfer 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 April 11<sup>th</sup> at 9:30 a.m. Future topics: Investments, Line Item Transfers

**Adjourn** – Hintz adjourned the meeting at 12:01 p.m.

Respectfully submitted,  
Tracy Hartman, Recording Secretary  
Oneida County Clerk