

**JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE  
SERVICES COMMITTEE  
MARCH 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 VanRaalte/Cushing 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 February 8, 2021 as distributed. All aye; motion carried.

**Public comment:** None

**Single Point of Entry - Project Update - Setting of Priority:** Fried reported that the Courthouse Security Committee would like to see the single point of entry move forward. Fried is working with various individuals to help create a proposed cost for the different options. Fried reported that Judge Bloom has written a draft letter in support of the single point entry which will be presented to the Courthouse Security Committee for approval this week. Discussion regarding the concerns with the single point entry. Fried stated that phase one will be addressed through the CDBG grant making the main entrance ADA accessible. Motion by Mott/VanRaalte to support the single point entry and moving forward with the analysis. Fried reported that the public safety committee has also addressed the issue and are in support of it, however, there are a number of questions that will need to be answered. Huber, Buildings and Grounds Director, stated that he has visited Wood County and observed their single point entry process and has a number of ideas for it. All aye; motion carried.

**Oneida County Board Code of Conduct - Comments Received - Go Forward Plans:** Hintz reported that this was sent to all of the County Board Supervisors asking for feedback regarding the Code of Conduct and a number of comments were received and placed in the packets for today. Hintz reported that he also received a comment from the public asking how someone from the public will be allowed to file a complaint against a supervisor. Hintz stated that the original resolution with the Code of Conduct was adopted in 2012 and has not been updated since then. Mott made comments regarding the benefit to having the code and stated that he would like to see it looked at annually. Mott went over the code and the sections that he felt were the most positive or areas that he felt there may be changes needed. Fried would like to see what the other committee members think before going into detail about what changes should be made. Fried stated that he believes the Code of Conduct should be eliminated. Cushing stated that he is in support of keeping it and using it at orientation meetings for new supervisors and that it should be provided annually to all supervisors. VanRaalte spoke in favor of keeping the Code of Conduct and holding supervisors accountable for civility. VanRaalte also believes this should be addressed after every election where county board members are elected. Hintz stated that much of the Code of Conduct is common sense

addressing how someone should behave, however, it makes sense to have it in writing and addressed annually. Hintz gave a few options on how this could be handled. Hintz stated that the committee could proceed with making changes prior to taking it to the board or this could go to the County Board at the next meeting and get a vote with keeping the code or eliminating the code. Fried stated that at the last meeting the County Board voted to get rid of the open records ordinance and rely on the state guidance for handling open records and questioned why we wouldn't rely on the state guidance in this instance. Hintz questioned how the Code of Conduct has helped since it was passed in 2012. Cushing would like to see this go before the board next week to determine how to move forward. Discussion regarding the benefit to keeping the Code of Conduct. Motion by Cushing/Mott to forward to the County Board for their consideration to either keep the Code of Conduct with changes or get rid of the code. All aye; motion carried. Schreier suggested that the committee look at the code the city recently passed.

**Resolution approving membership in the Central Wisconsin Economic Development Fund, Inc.** – Jeff Verdoorn reported that a number of years ago there were a number of counties, cities, villages and towns that created a revolving loan fund using CDBG dollars. These funds are administered through the Central Wisconsin Economic Development Funds, Inc. (CWED) and CWED has invited Oneida County to join the CWED and there is no funding needed from Oneida County. Verdoorn stated that the only requirement would be that the county pass a resolution to join CWED and appoint a representative to the board. Verdoorn would like to be appointed as the representative with the Finance Director as the alternate. Motion by Cushing/Mott to approve the resolution and forward it to the County Board for approval with line 39 being amended to state “Oneida County Finance Director” instead of “Oneida County Treasurer”. All aye; motion carried.

**CDBG-Close Update** – Smith gave an update to the CDBG Close. There are a number of items that will need to be completed accurately and in a timely manner in order to move forward. Smith gave an overview on how this will move forward and what needs to be completed. Fried questioned what will happen if the County Project goes over budget. Verdoorn reported that the county has already set the structure of the CDBG Close funds and only if a project comes in under budget will funds come back to the County.

**Resolution to appoint Michael Fugle to Corporation Counsel** – Lisa Charbarneau reported that there was a joint committee meeting with Public Safety and LRES and at that meeting the committee selected Mike Fugle to fill the upcoming vacancy for Corporation Counsel. Charbarneau reported that she and Chair Hintz were asked to meet with Attorney Fugle to agree to a compensation package and the proposed package has been provided. Motion by VanRaalte/Cushing to approve the resolution to appoint Mike Fugle as the Corporation Counsel and pass it onto the full county board for approval. All aye; motion carried.

**Resolution to appoint Alex Hegeman to Highway Commissioner** – Charbarneau introduced Alex Hegeman to the committee. Motion by Cushing/VanRaalte to approve the resolution to appoint Alex Hegeman as the Highway Commission and forward it to the County board for approval. Cushing gave an overview of Hegeman's qualifications. Discussion regarding the applications received. All aye; motion carried.

**Contingency Transfer for Corporation Counsel Staff Increases** – Fugle reported that he agreed to his proposed salary package with the intention of coming to the committee

requesting a raise for the two secretary positions in that office. Fugle reported that the current employees have gone above and beyond with their duties and have worked for the county for a number of years. Fugle presented the fiscal impact for each position which included receiving an additional two steps for each position and includes a bonus for the next three years the employee stays working. Fugle reported that with the other changes occurring in the office it is imperative that the two current employees remain. Discussion regarding the proposal. Motion by Cushing/VanRaalte to approve the contingency transfer for Corporation Counsel staff increases. All aye; motion carried.

**Oneida County Facebook Page** – Hartman has been asked repeatedly by other departments about having an Oneida County Facebook page. Rhodes proposed that the IT department create an Oneida County facebook page and all departments would have the ability to post to the page. This page would be administered by the IT Department. Motion by Mott/VanRaalte to allow the IT Department to establish a countywide facebook page with the cost covered by IT. Fried expressed concern that this will cover what the departments are looking for. All aye; motion carried.

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

#### Finance

- Motion by Mott/Hintz to approve the vouchers as presented. All aye; motion carried.
- Smith presented line item transfers for approval. Motion by Cushing/VanRaalte to approve the line item transfers for Corporation Counsels office as discussed. All aye; motion carried. Smith presented and explained the Line Item Transfer for PTO Payouts with funding to come from the continuing appropriations fund. Motion by VanRaalte/Cushing to approve the PTO payouts line item transfer. All aye; motion carried. Smith presented a line item transfer for the finance department for the indirect cost plan. Smith explained the indirect cost plan and would like to move the funds from the 2020 budget to the 2021 budget. Smith also presented the finance department line item transfer to balance the various budgets managed in the finance department. Motion by Cushing/VanRaalte to approve the Line Item Transfer as presented. Discussion regarding the line item transfers. All aye; motion carried.
- Finance Technician Vacancy Update – Smith reported that interviews were last week and the position was offered to Melissa Hasselton and she will begin on March 29<sup>th</sup>.
- 2021 Contingency - Smith presented the 2021 contingency transfer budget.

#### ITS

- Line item transfer – Motion by Fried/Mott to approve the Line Item Transfer for \$162.00 as presented. All aye; motion carried.
- 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 and Thompson gave a planning update. Rhodes reported that Buildings and Grounds has been doing wiring for the IT department and they have been told by the Buildings and Grounds department that this will be billed back to the IT department in the future. Rhodes reported that this will impact the IT department budget.

#### Treasurer

- Statement(s) of cash – January: Ostermann presented and explained the January statement of cash reports. Fried questioned if there were any difficulties noticed with

resident's ability to pay taxes. Ostermann reported that the towns have collected 70% of the property taxes and this is pretty comparable to past years. Discussion regarding the property tax payments.

County Clerk

- Motion by Mott/ Cushing to approve the LIT for the Oneida County Clerk's Office. All aye; motion carried.
- Motion by Cushing/VanRaalte 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 Monday, March 29<sup>th</sup> at 9:30 a.m. and Monday, April 12<sup>th</sup> at 9:30 a.m. Future topics: Human Service Center Report/Funding Opportunities Committee, Budget Hearings and a public hearing prior to County Board, Code of Conduct.

**Adjourn** – Hintz adjourned the meeting at 11:40 a.m.

Respectfully submitted,

---

Tracy Hartman, Recording Secretary  
Oneida County Clerk

---

David Hintz, Chair