

JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE
JULY 30, 2020 – 1:00 P.M.
MINUTES

Committee Members Present: Chairman Dave Hintz, Alan VanRaalte, Bob Mott and Billy Fried.

Call To Order: Chairman Hintz called the meeting to order at 1:00 p.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/Mott to approve today's agenda with the order of the item at the Chair's discretion. All "Aye"; Motion carried.

Approve Minutes:

Motion by VanRaalte/Fried to approve the Minutes of the July 13, 2020 meeting. All "Aye"; Motion carried.

Tourist Rooming House Revenue Generation: Bob Thome stated that he met with the Health Department and Planning and Zoning; the plan was reviewed of how to identify, permit and license Tourist Rooming Houses. Per Thome there are over 3000 units advertising in Oneida County that he had found on the computer and the Health Department has over 300 licensed. Thome stated his goal is to get an additional 1000 of these licensed and permitted. Per Thome the fee for the Administrative Review permit is approximately \$250 per unit and the Health Department has a separate fee of \$410 per unit, the majority of the fees would be incurred in the first year. Discussion ensued as to how often fees are assessed and where would the revenue be allocated to once fees were collected. Mott stated that this is enforcing an ordinance already in place.

Oneida County Continuing Appropriations Accounts: Smith went over a list that was distributed that listed 68 Continuing Appropriation Accounts. Smith stated we need to look at the accounts and determine if we keep the account or if we need additional funding. Per Smith the way the majority of Continuing Appropriation Accounts work is that they have a balance at the beginning of the year and any levy, appropriation or revenues increases it and any expenditures decrease it. Smith stated that some of the Appropriation Accounts are for an entire function. She stated that ITS has an Appropriation Account and it is for all of the IT budget including salaries, fringes and expenditures, the remainder left is rolled over into the next year's account. Hintz asked for clarification. Smith went over the balances of some of the accounts listed in the handouts distributed. Revenues, transfers and expenses were not listed per Smith as she stated that would be confusing. She clarified that the money rolls over to the next year and expenses would reduce this balance. Discussion ensued regarding how Continuing Appropriation Accounts work. Per Smith Line 65 is the Ambulance Budget and there is no levy limit restriction on it, we cannot change it and it has to remain a continuing appropriation. Hintz asked if the goal is to identify available money. Per Smith the goal is for all to be aware of what Continuing Appropriations are currently existing, this is in preparation for the budget process. Discussion of how and why these funds would be set up. Per Smith they are considered assigned funds and not part of the unassigned fund balance of the General Fund. Smith stated that a brief overview could be gone over today. Discussion ensued regarding the IT budget. VanRaalte asked if there were grant money available for maintenance or upkeep as this is a historical building. Discussion ensued regarding past and future grant potential. Per Fried the numbers for these Appropriation Accounts will be different at budget time as some of the funds will be used and therefore reduced. Fried questioned why some of these accounts would contain salary and fringes. Per Smith the only two departments for an entire department are Ambulance because they are above the levy limit and IT due to the uncertainty in the costs. Per Smith some of these costs fluctuate widely per year, this way we spread it out over the high and low cost years. Mott asked why salaries are placed in these funds. Darcy said that is the way they were set up and it is the way it has always been. Hintz stated that he did not think it was productive to have every department present what each account is for, unless it was a short overview. Hintz stated he thinks the Continuing Appropriation Accounts should be presented to each committee of jurisdiction. Per Hintz we should have another meeting to go over these fund accounts. Dan Hess gave an overview of the Sheriff's Office accounts. Hess stated there are a different number of vehicles that are replaced each year, some years are more or less depending on the miles. Hess went over the Sheriff's Office Continuing Appropriation Fund balances. Per Smith these should be gone over and brought to their Committees of Jurisdiction. Paul Feine from Forestry gave an overview of some of the Forestry accounts.

COVID-19 Grant Update:

- a. ***Purchasing Process for COVID-19 Related Items*** - Smith gave a handout for COVID -19 current and estimated expenditures for the Routes to Recovery Grant per department. The total amount available for the Routes to Recovery Grant is \$589,081 per Smith. She stated that Buildings and Grounds and Health

Department may have additional costs. The cut-off date is October 31, 2020 for the Routes to Recovery Grant per Smith. Additional money was received for meals and Foster Care through the CARES Act, Smith stated there are stipulations on these funds. The county and municipalities split 50/50 this grant, the county got \$589,081 and \$589,081 was allocated to our municipalities. She stated that some of the municipalities are struggling with how to spend it. Per Smith if the municipalities do not spend it by October 31, 2020 the county can request the funds from the municipalities and the money can be reallocated. Discussion ensued regarding how these funds could be used and how to obtain them if they are unused by the municipalities. Smith stated that she thinks that some of the municipalities may not know that this money is available to them. Per Fried LRES was approved for an LTE for contract tracing in the Health Department. Per Smith that was not under this grant. Fried stated as a county that we need to prioritize these purchases and make sure that we do not exceed the funding. Smith stated that all of the purchases should be coming through the Administration Committee. Discussion ensued of possible expenditures.

- b. **Purchase of Branch I and Branch II Owl for First Floor Hearing Room** - Jennifer Allen stated that the Family Court Commissioner Deb Hatfield is here on Mondays and Wednesdays and there is not a computer monitor system in the First Floor Hearing Room for her to utilize. She stated this makes it difficult if some parties are in person and others appear via ZOOM. Per Allen they are looking to get approval to purchase an OWL for the First Floor hearing room to be utilized by both Branches for jury trials and also the Family Court Commissioner. Per Allen, IT has a meeting OWL that Deb has been using and there has been instances when the Owl has been unavailable. The branches would like to go half and half on the purchase per Allen. Per Smith the costs will be covered under the Routes to Recovery Grant. Per Corporation Counsel Tom Wiensch people have the right to appear in person but are encouraged to appear via zoom. Per Wiensch there has been issues with hearing what is going on and adjourning hearings out will cause a backlog. Per Smith this would be out of the Contingency Fund until it is funded by Routes to Recover Grant.

Motion/Second Mott/VanRaalte to approve the purchase of the Branch I, Branch II OWL for the 1st Floor Hearing Room.

Motion/Second VanRaalte/Mott to Amend the Motion to set the dollar figure at \$1200 to come from the Contingency Fund which will be covered by COVID-19 Grant money.

All "Aye" on Amendment, Motion carried.

All "Aye" on Amended Motion. Amended Motion carried.

Community Development Block Grant (CDBG) Close Program Update:

Smith stated that the CIP Committee met and the departments brought forward three projects for the Community Development Block Grant. Smith stated that single point of entry and ADA access, the Family Planning Grant for Substance Abuse and a Boys and Girls Club were the three projects presented. Highway department projects were also discussed at this meeting per Smith as public facilities are also allowable under this grant program. At the CIP meeting it was decided to send out a letter and packet of information to all of the municipalities, the City of Rhinelander and all of the County Board Supervisors to see if there was any project they felt would meet the criteria to use this funding per Smith. Smith stated these responses will be reviewed and the idea is to present them to the Administration Committee at the September meeting and then to the County Board at the September meeting. Discussion ensued of how the Grant money works. Per Jeff Verdoorn of Economic Development Corporation the maximum projects you can do is two. VanRallte asked if this can be funneled to the Human Service Center, Verdoorn stated he would check into that. Smith stated this is a large process, by the end of September we should have a list of all the projects we have available and we will need to determine which ones we would like to pursue. Verdoorn went over some different options for using the Grant. VanRaalte asked if he would sort the projects in which would be most likely to be approved.

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

- a. **Finance:** Smith stated that she has a line item transfer from the January PTO payouts in the amount of \$128,000. There is a Continuing Appropriation Account with a balance of \$737,319.79 and we budget \$159,000 per year annually to cover PTO payouts per Smith. Smith went over additional vouchers submitted.

Motion/Second VanRaalte/Hintz to approve the line item transfer covering the PTO payout of \$128,00. All "Aye", Motion carried.

Motion/Second VanRaalte/Mott to approve vouchers submitted.

Discussion: Fried asked if there was a reduction in expenses for tourism as we were paying for services we may not have received. Fried stated he would not approve the voucher to the advertising agency Pilch and Barnet until it was researched to see if there was a reduction in services provided.

Motion/Second Fried/Hintz to Amend the Motion to pull the Pilch and Barnet voucher until such time that concerns and questions can be answered.

All "Aye" on amendment to Motion, Motion carried.

All "Aye" on amended Motion, Motion carried.

- 2019/2020 Contingency –Smith went over the balances in the handout that was distributed.
- May, 2020 Investments - May investments are doing very well per Smith. She stated that we are above budget at this time.
- 2020 Budget Update – Smith stated the sales tax is looking to be more than what was estimated. Per Smith Register of Deeds had a very large June in Transfer Fees, Planning and Zoning looks favorable and Forestry is projected to be down.
- 2021 Budget Process Update - Smith stated this was just distributed to departments and they are due to finance on September 14th. The CIP committee had met and reviewed all of the documents, the CIP committee will prioritize the projects. This will be presented to Admin and then presented to County Board per Smith.

Dates and items for future agenda/meetings: The next Administration Committee Meeting will be held on August 10th at 9:30 a.m. and per Hintz the Filch and Barnet voucher needs to be on agenda.

Adjournment:

Chairman Hintz adjourned the meeting at 3:08 p.m.

DRAFT