

**JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE
SERVICES COMMITTEE
AUGUST 5, 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 9:30 a.m. in Committee Room Two 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 Jensen/Cushing to approve today's agenda with the order of items at the Chair's discretion. All "Aye"; motion carried.

Approve minutes: Motion by Cushing/Fried to approve the minutes of 07/11/2019 with changes to show excused absence for Supervisor Mott. All "Aye"; motion carried.

Out-of-state / out-of-county travel request(s)

- a. County Clerk – Tracy Hartman – Election Security Training – Madison, WI – 8/16/2019
- b. County Clerk – Tracy Hartman – WCA Annual Conference – Wisconsin Dells, WI – 9/22/2019 – 9/24/2019

Motion by Jensen/Cushing to approve the out-of-county travel items A and B for the County Clerk as presented. Discussion regarding the cost of the training. All aye; motion carried.

Resolution/Ordinance Amendment – Open Records Fees – Motion by Fried/Jensen to approve the resolution and forward to the full county board for approval. Discussion regarding the fees and the need for changes. All aye; motion carried.

Funding for LTE Forester Position – Charbarneau reported that this request hasn't gone before the Forestry Committee or the LRES Committee yet. Charbarneau reported that they are requesting an LTE Forester be hired to help with marking for timber cutting this fall and Spring of 2020. This position is needed due to a shortage of staff and the forestry budget would not be able to cover the additional cost. Discussion regarding the need, the cost and why this is being proposed. Mott stated that this hasn't been brought to the Forestry Committee and when it comes before them they will ask if anything else can be done to modify current work schedule so that it can be covered under their current budget. Motion by Jensen/Mott to approve the LTE Forester Position contingent upon approval by the Forestry Committee with up to \$10,022 funding to come through contingency or grant dollars. All aye; motion carried.

Funding Opportunities Conceptual Ideas Summary – Items assigned to the Administration Committee – The updated spreadsheet was distributed. Hintz stated that most of the lines on the spreadsheet were sent back to committees of jurisdiction to review. Hintz stated that the Administration Committee is going to concentrate on the items that were assigned to this committee. Hintz gave a background on the spreadsheet and how the items were placed on the spreadsheet.

6 on the spreadsheet. Move \$100k tax levy from CIP to salaries – Hintz stated that he believes this item should be considered further during the budget process. Jensen stated that if this happens the \$100,000 will still be requested from the highway department, it will be taken from the general fund instead of the tax levy. Jensen would like to see this commitment made and not keep moving this down the road. Discussion regarding the funding and what it is currently used for. Motion by Jensen/Cushing to take the \$100,000 tax levy from capital improvement projects and apply it to fund the 2020 budget process. Discussion regarding the \$100,000 and the Carlson Dettman funding. Discussion regarding the budget process and how decisions to make cuts will be made. Voice vote; three aye, two nay. Motion carried.

7. Reduction of funding or elimination of service of non-county direct items based on efficiency study – This item included the Tourism Council, Fair, OCEDC, Humane Society, North Central Regional Planning, Tri-County Council on Domestic Violence, memberships, Airport, UW Extension and centralized purchasing. Hintz stated that all of the items under number 7 will be difficult decisions to make and there isn't an easy answer to any of the items.

Motion by Jensen/Cushing to remove North Central Regional Planning and the Airport from the list for consideration. Discussion regarding putting these items in yellow. All aye; motion carried.

Mott questioned why some items have been removed from consideration and how those items were decided. Discussion regarding how the decision to remove bundling and borrowing for consideration was reached. Mott would like to see the bundle and borrow option debated further with the pros and cons documented. Mott stated that the State isn't giving the County options to cover programs and expenses and borrowing is an option that is allowed the County by the State. Fried explained that this item can be brought forward by an individual supervisor during budget time, it isn't being considered by the Funding Opportunities Committee at this time.

Discussion regarding the tourism council, fair, OCEDC, humane society, tri-county council on domestic violence, memberships, UW Extension, centralized purchasing. Jensen would like clarification from the Tourism Council regarding advertising in their mailings. Fried explained that the committee isn't looking to cut the Humane Society but that the hope is that they will be better funded through the dog license process. Fried stated that it has always been the goal that the fair becomes self-sustaining and this needs to be considered further. Hintz reported that the OCEDC has a large fund balance that he would like to see used to balance their budget. Motion by Cushing/Jensen to approve Tourism Council, Fair, OCEDC and Humane Society reductions as proposed with consideration directed to the committees of jurisdiction. Discussion regarding the motion and that these are recommendations and final decisions will be made at the budget hearing. Each of the organizations can still come to the budget hearing and justify their budget requests. Voice vote taken, 4 ayes and 1 nay. Motion carried.

Discussion regarding centralized purchasing and how this can be improved. Fried would like to see Darcy Smith and Jason Rhodes look at this and bring a recommendation back to the committee.

Motion by Cushing/Mott to “yellow” the tri-county council on domestic violence. Fried reported that this was seen as a high value item. All aye; motion carried.

Hintz reported that memberships will be looked at by each department/committee to determine if there is potential saving.

Discussion regarding UW Extension. Fried reported that there isn't a number associated because aspects of UW Extension are still being looked at. Discussion regarding duplication of UW Extension services within other departments and other community resources. Jensen stated that this will be looked at by the UW-EX Committee, however, he expressed concern with the committee of jurisdictions looking at items.

8. Alternate implementation of Carlson Dettmann – This will be discussed under a later agenda item.

9. Insurance – This item is currently being worked on and other insurance options are being researched. Hintz stated that LRES will be looking at a number of these items.

12. Charging indirect costs to grant – Darcy is working on this one and no further direction is needed at this time.

15. ITS – Hintz explained that Jason Rhodes is working with “Team D” (New Revenue/Financing) on this item.

21 and 23. New taxes and Referendum – Motion by Hintz/Cushing to make New Taxes and Referendum “yellow” and not being considered at this time. All aye; motion carried.

24. Shared Services – Hintz stated that he has met with the city to discuss dispatch and this is an area that is being worked on and options considered.

25. Mileage vs Fleet Cost Savings – Smith reported that she is working to put some numbers together. Discussion regarding further breakdown by departments.

29. Digital Communication – Fried reported that this is being worked on and information will be brought back to the committee.

Alternative Implementation of Carlson Dettman Study – Hintz stated that there are other options for implementation. Charbarneau stated that there was a department head meeting last week and as a group it was decided that if \$800,000 isn't attainable the next best option is to implement Carlson Dettman at 50%. Charbarneau stated that the main concern of the department heads is to implement the reclassifications that were approved in March of this year. Charbarneau reported that there was money saved in the health insurance plans this year that could be used to fund the reclassifications. Discussion regarding cost of living increases and how those are implemented and how those affect the Carlson Dettman recommendations. Discussion regarding the reclassifications and the future cost to the County.

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

Finance

- Motion by Jensen/Hintz to approve Finance vouchers as presented. All "Aye"; motion carried.
- General Investments Report – June, 2019 – Smith explained the general investments report.
- Review of 2018/2019 Contingency Budget – Smith stated this will change based on the \$10,022 that was just approved today.
- 2020 Budget Update – Smith reported that the Net New Construction increased from .64 to .77 in 2020 which will be a \$20,000 increase over 2019 bringing it to approximately \$112,000. Smith reported that we should see a savings in Work Comp, however, there will be an increase in the retirement rate.

ITS

- Motion/Second by Mott/Cushing to approve the ITS vouchers as presented. All "Aye"; motion carried.
- ITS 2020 Capital Improvement Projects - Rhodes presented the 2020 CIP projects.
 1. Hardware refresh project (\$50,000)
 2. Replacing older servers with 3 new servers (\$181,790)
 3. Infrastructure Upgrade (\$166,100)
 4. SD – Camera Infrastructure/Storage (\$34,290)
 5. Board Member Tablets (\$45,870)
 6. Centrally Located Video Conferencing in CH, SD & PH buildings (\$48,000)

Motion by Jensen/Mott to approve the 2020 CIP projects as presented with the rankings as determined and forward onto the Capital Improvement Committee for review. All aye; motion carried.
- ITS Planning Update – Rhodes presented the July 2019 planning update.

Treasurer

- Motion by Cushing/Jensen to approve the Treasurer vouchers as presented. All aye; motion carried.
- 2020 Proposed Budget – Ostermann presented her proposed 2020 budget. Ostermann reported that publication of legal notices has gone down a little. Motion by Cushing/Hintz to accept the Treasurer's budget and forward to administration for final consideration.
- Bid Opening for 2019 In Rem Title Work – Ostermann presented three bids for In Rem Title Work.
 1. Northern Title & Abstract - \$70/letter report, Special Assessment Letters are \$25 each.
 2. Shoreline Title - \$123/letter including special assessment letters.
 3. Oneida Title - \$500/letter.

Motion by Cushing/Mott to approve the bid of Northern Title & Abstract with a bid of \$70/letter and \$25 for each Special Assessment Letters. All aye; motion approved.

County Clerk

- Motion/Second by Cushing/Jensen to approve the County Clerk vouchers as presented. All aye; motion carried.

Public comment/communications: Petra Pietrzak (Newbold resident) – Introduced herself from the League of Women’s Voters. She stated that she is a part of a group becoming more involved in government and meetings that are occurring.

Dates and items for future agenda/meetings: The next regular Administration Committee meeting will be held September 9th at 9:30 a.m. and there will be a tentative meeting scheduled for August 28th at 1:30.

Adjourn

Chairman Hintz adjourned the meeting at 12:22 p.m.

Respectfully submitted,

Tracy Hartman
Oneida County Clerk

David Hintz, Chair

DRAFT