

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

June 8, 2020

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 May 11, 2020. All aye; motion carried.

Election of Vice-chair – Mott nominated Cushing for Vice-Chair. Motion by Fried/VanRaalte to close the nominations and unanimously elect Ted Cushing at the Vice-Chair. All aye; motion carried.

District Attorney's Office Staffing Request – District Attorney Mike Schiek explained that with the passage of Marcy's Law and the increased requirements for victims the District Attorney's office will need to increase the victim witness coordinator position. Schiek explained that they currently have Heidi Ihn completing these functions as a part of her position, however, under the new laws she would not be able to complete all of functions of the position. Michelle Viste, Executive Director of Office of Crime victim Services, explained that the State collects fees through a victim witness surcharge and reimburses counties for reimbursable victim witness functions. Currently the rate has been steady at about 45 – 48% reimbursement. Viste reported that prior to Marcy's Law Oneida County was understaffed for the victim witness coordinator position and with the changes to Marcy's Law Oneida County is the most understaffed office in the state. Fried questioned the funding of the position. Mott questioned if the duties of this position could be shared with another county. Viste reported that sharing would be difficult due to the need for the victim witness coordinator to attend court hearings. Darcy Smith presented the Fiscal Impact for the Victim Witness Coordinator. Discussion regarding the reimbursement for the full-time and .40 position from the state. Cushing expressed concern with line 14 of the resolution which states "The State has mandated the Oneida County District Attorney's office to have a full time Victim Witness Coordinator position". Mary Sowinski, Assistant District Attorney, stated that the resolution was intended to reflect the mandatory nature of the service and not the mandatory nature of the position. Sowinski explained the duties of the Victim Witness Coordinator and how they help the victims of crimes. Mott questioned line 25 of the resolution which states "while the State of Wisconsin indicates a reimbursement of up to ninety (90) percent". Viste reported that 90% is the maximum reimbursement, however, reimbursement is based on the fees that are collected and what is available and in recent years that has been around 45-48%. Discussion regarding the wages and how the position was placed on the wage scale. Fried expressed concern that this hasn't gone through Public Safety and LRES prior to coming to the Administration Committee. Motion by Cushing/Fried to approve the position as presented provided the resolution is

corrected and that it is passed by the LRES Committee and Public Safety prior to going to County Board. Discussion regarding the funding, Schiek stated that he will look at his budget also to see what he can come up with for this year and he will work on correcting the resolution. Discussion regarding finding the person for the position. Mott requested that the Distirct Attorney's office look at sharing with another county. All aye; motion carried.

Review the Oneida-Vilas Transit Commission Loan – Hintz reported that as part of the loan requirement the Administration Committee is to review the loan once per year. Mott reported that during the Transit Executive Committee meeting they instructed the transit commissioner to look at repayment of the loan this year or to come up with a payment plan. Mott also reported that ADRC Director Joel Gottstacker believes that if there were a repayment plan in place it would be eligible for the 80/25 funds from the state. Motion by Cushing/VanRaalte to encourage the Transit Commission to work on the repayment schedule. Discussion regarding having this available by the end of August. All aye; motion carried.

Option to Generate Emergency Revenue – Tourist Rooming House Operations – Hintz reported that Supervisor Thome brought forward a revenue idea. Thome presented a two page document regarding his proposal for emergency revenue generation from tourist rooming housing. Thome reported that there are 3,291 properties listed on Airbnb and VRBO. Each property would need to apply for an administrative review permit with a fee of \$200 and would need to be inspected and licensed through the Health Department which is a \$400 fee. Thome explained the intended purpose behind the permitting and licensing by both the Health Department and Planning and Zoning office. Thome explained that there is no new regulation necessary, it would only be enforcement of existing ordinances/regulations. Thome believes that there may be up to 1000 properties in Oneida County that are not permitted. Thome presented ideas for covering the staffing necessary to complete this using non-paying interns during the summer. Hintz stated that he would like to see the Funding Opportunities Committee look at this to determine if it should be considered further and to gather more information.

Community Development Block Grant (CDBG) Close Program – Darcy Smith and Jeff Verdoorn Interim Economic Development Director gave an overview of the Community Development Block Grant program. Smith reported that the CDBG has been a difficult program to get a loan from due to the requirements of the program. Smith reported that the state has created a CDBG Close program and there are options for the county on how to use some of the funds. Verdoorn explained that as of January 31, 2021 the money needs to be returned to the state. Verdoorn stated that the county has until July 31, 2021 to apply for a grant to fund an eligible project. Verdoorn stated that there are three types of projects that can be funded by this money. Seventy percent of this funding must by used to serve low to moderate income needs. The remaining funding could be used for slum and blight remediation and local urgent need (flood remediation, other natural disasters, etc.). Verdoorn explained the types of projects that fall within the guidelines: 1) Public Facilities 2) PLGN – Planning 3) Public Facilities Economic Development 4) Economic Development 5) Public Services 6) Housing. Verdoorn stated that the two types of projects that would benefit the County would be public facilities and public facilities economic development. Verdoorn stated that he has been speaking with local government leaders to come up with some project ideas that can be taken to the DEHCR. Verdoorn stated that he believes there are a number of needs within the county that may be eligible (roads, radio infrastructure replacement, Minocqua storm drain project, Rhinelander well replacement). Once a project has been found Verdoorn will speak with DEHCR to

determine if the project is a viable option for this program. Verdoorn reported that there is a limit of only 2 projects that can be presented. Verdoorn stated that this is very time sensitive and today he is looking for ideas. Hintz requested that the committee forward any ideas to Smith and Verdoorn for consideration. Hintz would like to see Capital Improvement Committee look at projects and propose some options. The CIP committee will meet to come up with a list of projects to propose and bring the list back to the Administration Committee during the next meeting.

Resolution to end the Oneida County Emergency Declaration – Motion by Cushing/VanRaalte to approve the resolution and forward to the County Board for approval. Hintz stated that this was put into place during the COVID-19 pandemic and while there are still concerns he believes that it is time to start returning to normal operations at the county level. Discussion regarding efficiencies that were discovered during this time and possible changes that could occur. All aye; motion carried.

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

Finance

- General Investments Report – April – Discussion regarding the general investment report.
- Capital improvement Program Project Updates – Smith presented a list of the capital improvement projects list for 2020 and an update on what has been completed. Smith reported that the taser project has been completed and is under budget by \$12,422. Smith reported that the majority of the projects are in-process and most are expected to be in budget. Motion by Hintz/Cushing to closeout the projects as listed and return \$12,422 back to the general fund. All aye; motion carried.
- 2020 Budget Updates – Smith presented an update to the committee with funding shortages for 2020. Smith reported that the state reported sales tax was down 10% in March, however, Oneida County was only down 6% and revenue has been updated to show that. Smith gave an update on interest, Planning and Zoning Fees, Register of Deeds transfer fees, Stumpage Sales and Prisoner Revenues. Smith also gave an update on the funding that was recently made available to the County for COVID-19 grants.
- 2021 Budget Process – Smith reported that budget packets will be distributed to the departments soon and guidelines will need to be created by this committee.

ITS

- IT Planning update – Rhodes gave an update on projects that are being completed. Rhodes reported that during two LRES meetings there were phone issues and the meetings needed to be adjourned. Rhodes reported that during the meetings the capacity for the system was reached. Rhodes reported that an option would be to add another PRI at a cost of \$400-\$500/month.

Treasurer

- Statement(s) of cash – April

County Clerk – No update given.

Public comment/communications: None

Dates and items for future agenda/meetings: The next administration committee meeting will be held on July 13, 2020 at 9:30 a.m. Future topics: Budget Guidelines and letter to Department Heads; update on Transit loan.

Adjourn – Hintz adjourned the meeting at 11:26 a.m.

Respectfully submitted,

Tracy Hartman, Recording Secretary
Oneida County Clerk

David Hintz, Chair

DRAFT