

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

September 8, 2020 Minutes

Committee members present: Chairman Dave Hintz, Alan VanRaalte, Ted Cushing, Bob Mott (via zoom) 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 Fried/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/Fried to approve the minutes of August 24th as presented. All aye; motion carried.

Community Development Block Grant Close (CDBG-Close) Program Update – Jeff Verdoorn, Economic Development Corporation stated that he was at the CIP meeting last week and looked at the projects that the county is proposing. The only project that would be eligible would be the ADA accessible project for the Courthouse. Verdoorn also stated that the only community that would be eligible due to LMI (Low and Moderate Income Residents) would be the City of Rhinelander. Verdoorn presented a spreadsheet that lists the potential projects that have been presented to date by the County and Municipalities. Verdoorn reported that making the front of the Courthouse ADA accessible would be eligible for funding as would making Almon Park more ADA accessible. Verdoorn reported that the City is looking at some ADA projects in a few of the parks. The City of Rhinelander is also looking at some housing projects. Verdoorn reported that he is working with the Division of Energy, Housing and Community Resources to help determine what projects would be eligible. Discussion regarding the types of funding that is available and the types of projects that are eligible. Smith and Verdoorn will contact all municipalities again and ask for project ideas to be submitted within the next two weeks. Discussion regarding the funding and what the process for reimbursement will be if projects are approved.

Fair Privatization – Fred Andrist, County Fair President, was present and stated that they would like to look at going independent and would like to work with the County to make this happen. Fried stated that the plan has always been for the fair to go to self-funded, however, independent would be different and there would need to be a discussion about what happens to the assets at that time. Andrist stated that he is working with Corporation Counsel Tom Wiensch to create a plan of how to be independent and the list of assets. Andrist stated that if they are able to go independent they would not specifically request funding from the County, however, they have asked to have that as a possibility in future years. Discussion regarding the funding and the process for the fair to become independent. Discussion regarding the ability of the County to continue to help fund the fair if they become independent. Mott requested that Andrist bring a list of questions to the Administration Committee that the fair would like answered. This discussion will be going to the UWEX Committee next week.

Review of General Fund Balance – Smith presented an updated analysis of uses of general fund balance. Smith reported that this does not include the 2020 estimated returns. Smith reported that after removing delinquent taxes, prepaid expenses, unreserved general fund balance, continuing appropriations, transit advance, 3.5 months of operating expenses and the 2020 CIP projects the remaining estimated general fund balance excess at 12/31/2020 is projected to be \$2,142,288 available for 2021 CIP Projects. Discussion regarding revenues for 2020, Smith reported that prisoner revenues are ahead of budget and there will be at least 1.2 million returned to the general fund. Smith reported that sales tax and interest look like they may come in above budget, however, forestry is projected to come under budget. Fried stated that there are a number of CIP Projects that used to be funded through department operating budgets and those should be reviewed and placed back into the budgets.

2021-2025 Capital Improvement Program (CIP) Project Plan

- a. 2021 CIP Project Prioritization – Smith presented an overview of 2021 Capital Improvement Program Projects and the rankings. Smith reported that there are 14 capital improvement projects being presented for consideration for 2021. Smith reported that the projected cost of the projects is \$2,635,452 with \$370,000 coming from department fund balances and \$2,265,452 would come from the general fund. Smith reported that the total amount of the projects exceeds the projected general fund balance. Discussion regarding fund balances and where the funds come from. Smith reported that the highway department is requesting 1.2 million for roads every year, however, they budget \$450,000 of the tax levy in the road construction budget. Smith reviewed the projects and the priority given to the projects by the CIP Committee.
- b. 2021 CIP Projects Funding – Smith reported that the committee could look at reducing the highway request for highway reconstruction by the levy amount that is budget. Smith also reported that there would be a few projects that would be covered by the CBDG program totaling \$75,000.
- c. Motion by Hintz/Cushing to move the proposed CIP Projects to the budget hearings. Fried expressed concern with moving the projects forward without any further discussions. Hintz/VanRaalte amended the motion to include that the public works and the facilities committee to review the projects and to determine if there are other funding options and for this to be completed by the budget hearings on October 5th. All aye; motion amended. All aye on amended motion.

Deferral of Employee portion of Social Security Taxes – Smith explained that President Trump issued an executive order that allows employees that make less than \$4,000 per paycheck to defer their portion of the Social Security Taxes. Smith reported that this is not required to be implemented and the County does not have to allow the employee to opt in or opt out. Motion by VanRaalte/Cushing that the County does not participate in the payroll tax deferral. All aye; motion carried.

Board of Adjustment outside counsel request – Appeal #20-002, Peterchak/Picerno – Corporation Counsel Brian Desmond reported that last Thursday an appeal was filed with the circuit court regarding the decision of the Board of Adjustment regarding the above matter. Desmond reported that he has forwarded notice to Harland Lee and it is Desmonds opinion that the Board of Adjustment will need legal counsel for this matter. Discussion regarding who would be the outside legal counsel. Motion by Cushing/Fried to approve the Board of

Adjustment to hire outside legal counsel regarding appeal #20-002, Peterchak/Picerne. Fried would like to see what the cost liability would be to the County. Discussion regarding the conflict of interest and the ethical concerns if Corporation Counsel would represent both the County and the Board of Adjustment. Fried expressed concern with the unknown cost. Cushing/Fried withdraw motion. Motion by Cushing/VanRaalte to bring this back to the next Administration Committee meeting on September 23 and for the Board of Adjustment to come forward with cost estimates. All aye; motion carried.

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

d. Finance

- Motion by VanRaalte/Cushing to approve the vouchers as presented. All aye; motion carried.
- Smith presented a line item transfer for \$300 for fire suppression and a line item transfer for \$5,000 for an actuarial study. Motion by Cushing/VanRaalte to approve the line item transfers as presented. All aye; motion carried.
- General Investments for July, 2020 – Smith presented the general investments summary as of 7/31/2020. Discussion regarding the investment budget.
- Review of 2019/2020 Contingency Budget – Smith presented the contingency budget. Smith reported that \$5300 will be taken out for the line item transfer that was presented earlier and the Clerk has a line item transfer for elections. Smith estimates that by the end of today the contingency budget will be closer to \$117,000.
- 2021 Proposed Budget – Finance and Related Budgets – Smith presented the 2021 Finance and related budgets. Smith presented central postage, central telephone, central duplicating, finance, independent audit, central purchasing, cost allocation plan, sundry general government, suppression, Lakeland retirement fund, revolving loan fund, health and welfare trust. Smith reported that the revolving loan fund will be paid off this year and there will be no revenue and the health and welfare trust will be expended this year. Motion by Cushing/VanRaalte to forward the proposed finance budgets to the administration committee for their consideration during the budget hearings. All aye; motion carried.

e. ITS

- Rhodes presented vouchers for ITS. Motion by Cushing/VanRaalte to approve the ITS vouchers as presented. All aye; motion carried.
- IT Planning update – Rhodes presented the August ITS Update.
- 2021 Proposed Budget – Rhodes presented the ITS 2021 proposed budget. Discussion regarding the proposed budget and money that moves through the ITS budget. Motion by Fried/Hintz to acknowledge receipt of the ITS budget and forward it onto the budget hearings in October. Rhodes presented the 2020 continuing appropriations balance and the supplemental information form. Rhodes presented proposed budget reductions. Rhodes reported that many of his budget reductions would impact other department workings.
- Internet Upgrade – Rhodes reported that the county currently pays \$745/month, however, the county has the ability to upgrade to a faster internet for an additional \$500/month, \$6000/year. Discussion regarding how the improvement would impact departments, future department budgets and the timeline to make this occur Motion by Cushing/VanRaalte to proceed with the internet upgrade. Discussion regarding the money coming from ITS budget, the contingency budget or possibly the CARES act. All aye; motion carried.

f. Treasurer

- Bid Opening for 2020 In Rem Title Work – Tara Ostermann reported that there was one bid received from Shoreline Title. Ostermann reported that this is for the title work for the properties in foreclosure. Shoreline titles bid is \$194.00 per title which is triple the amount of last year. Kris Ostermann, via phone, stated that this has been higher in the past and there really aren't options available to the county. Kris Ostermann reported that the process can't be started until a title company is awarded the bid. Motion by Cushing/VanRaalte to approve the bid from Shoreline Title in the amount of \$194.00. Discussion regarding recouping the fees. All aye; motion carried.
- August Statement of Cash – Tara Ostermann presented the August Statement of Cash. Ostermann reported that there are more tax certificates this year (outstanding parcels) than previous years.
- Ostermann presented Treasurer's Vouchers. Motion by Cushing/VanRaalte to approve the vouchers as presented. All aye; motion carried.

g. County Clerk

- 2021 Proposed Budget - County Clerk, Elections, County Board and Insurance – Motion by Cushing/VanRaalte to approve the budget as presented and forward to the budget hearings for approval. All aye; motion carried.
- Line Item Transfer – Elections – Motion by Cushing/VanRaalte to approve the line item transfer as presented. All aye; motion carried.
- Motion by VanRaalte/Cushing to approve the County Clerk's 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 September 23 at 9:30 a.m.

Adjourn – Hintz adjourned the meeting at 12:36 p.m.

Respectfully submitted,

Tracy Hartman, Recording Secretary
Oneida County Clerk

David Hintz, Chair