

**Joint Administration Committee/Labor Relations & Employee Services Committee**  
**April 6, 2017**  
**Minutes**

**Committee members present:** Chairman David Hintz, Billy Fried, Robb Jensen, Bob Mott, and Ted Cushing.

**Others present:** Tracy Hartman (County Clerk), Darcy Smith (Finance), Kris Ostermann (Treasurer), Jack Flint (ITS), Bill Freudenberg, Diane Jacobson.

**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/Mott to approve today's amended agenda with the order of items at the Chair's discretion. All ayes. Motion carried.

**Approve minutes:** Motion by Fried/Cushing to approve the minutes of 3/13/2017 as presented. All ayes. Motion carried.

**Out-of-state/county travel requests:** Jack Flint and an employee will be going to GIPAW (association if all IT Departments). Motion by Cushing/Jensen to approve the out-of-county travel as presented. All ayes. Motion carried.

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

ITS:

- Flint explained his vouchers. Motion by Cushing/Hintz to approve the ITS vouchers as presented. All aye. Motion carried.
  
- No action taken on presented line item transfer.
  
- ITS Status Update: Flint stated that he plans to bring this before the committee every month. Explanation from Flint regarding the report. Flint stated that they have been moving county staff off of the VDI that was crashing and moving them to PCs.

County Clerk:

- Motion by Cushing/Jensen to approve County Clerk vouchers as presented. All ayes. Motion carried.

Treasurer:

- Motion by Fried/Mott to approve the Treasurer vouchers as presented. All ayes. Motion carried.

**Discuss necessity of Environmental Assessments Bids:**

Ostermann explained that the county has done environmental assessments for the properties that are In Rem. In the past the County has gone out for bids or hired a company and Ostermann would like to continue to use MSA. Motion by Jensen/Mott to continue with MSA for the environmental assessment

bid of \$475/parcel and not go out for RFP until a later date. Ostermann explained the purpose behind an environmental assessment and how they are paid for. All ayes. Motion carried.

#### Finance:

- Motion by Cushing/Jensen to approve Finance vouchers as presented. All aye. Motion carried.
- Smith distributed the General Investments Report to the committee. Discussion regarding the report and rates of returns on the investments.
- Smith presented various line item transfers to close out the 2016 budget. There were line item transfers for the Sheriff's Office, Land Information, Forestry Department, Clerk of Courts, Circuit Court Branch I, Circuit Court Branch II, County Board and Central Telephone. Smith explained and answered questions regarding each of the line item transfers requested. Motion by Mott/Fried to approve the line item transfers as presented. All aye. Motion carried.
- Smith distributed an updated 2016/2017 Contingency Budget. Discussion regarding the contingency budget.
- Resolution for line item transfers. Smith explained that this resolution covers any line item transfers that have occurred since last month and explained the current resolution. Motion by Jensen/Cushing to approve the resolution for line item transfers as presented. All aye. Motion carried.
- Resolution for overdrawn accounts. Motion by Cushing/Jensen to pass resolution referring to over-drawn accounts for County Board and central telephone and forward it to County Board for consideration. Hintz stated that this will not be a consent agenda item. All aye. Motion carried.

#### **OCEDC Broadband Committee:**

Dave Noel gave a status update on where things are currently at in regards to broadband expansion grants and broadband service in the county. Noel passed out a handout explaining the funds received, people served and operational towers. Noel passed out a handout regarding their expansion plan and explained the plans. Noel explained the funds request and what they are asking for from Oneida County. Mott clarified the request and that this is for the 2018 budget. Mott suggested that this topic come before the County Board as a presentation in the future.

#### **CDBG Proclamation of April as Fair Housing month:**

Motion by Mott/Fried to approve and pass onto the County Board. Jensen stated that this would be a consent agenda. All aye. Motion carried.

#### **Advance to ADRC of the Northwoods:**

Smith explained that the State used to advance payment to the ARDC, however, they now hold payments for three months. Currently the county pays the bills for the ADRC until the State reimburses for past expenses. The ADRC is requesting a \$75,000 advance so that they can pay bills as they come in. Cushing stated that he believes this should be done but that other options should be explored. Mott suggested that this may be a good time to look at the structure of the ADRC and if it should become a county agency or merge with the Department on Aging. Smith explained how the money works and how Oneida County is the fiscal agent. Smith explained that this is more of a lifetime loan versus an advance. Freudenberg questioned why the tribes that are a part of the ADRC aren't being requested to help fund this. Cushing would request that it is kept the way it is until January 1<sup>st</sup> to give the County time to research it. No action taken.

#### **Meeting Attendance Policy/Procedures for County Board Members**

Dave Hintz explained the "48-Hour Rule" to the committee. Draft policy was discussed. Jensen expressed concern if an agenda gets amended at the 24-hour mark and a supervisor would like to attend. Motion by Fried/Mott to approve the letter presented and adopt it as policy for Oneida County. Jensen clarified the process that will be used. All aye. Motion carried.

**Meeting Agenda Policy/Procedures**

Hintz explained the purpose behind the standardized agenda. Fried questioned who is responsible to review the agenda and to make certain that it is in compliance. Nick Sabato, Northwoods River News, questioned why Corporation Counsel isn't reviewing all agenda's. Discussion regarding the standardized agenda and what the options are. Hintz would like to see the County Board agenda to be the first agenda that is looked at and changed. Hintz will work with Desmond on the County Board Agenda and Jensen will work on the standardized committee agenda.

**Public comment.**

None

**Dates and items for future agenda/meetings.** May 8<sup>th</sup> at 9:30 a.m. Capital Improvement Fund Update, Agenda Template, Budget Update

**Adjournment.** Motion by Jensen/Cushing to adjourn at 11:48 a.m.

Respectfully submitted,

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Tracy Hartman, County Clerk

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Dave Hintz, Chairman