

**JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE SERVICES
COMMITTEE
December 2, 2019
Minutes**

Committee Members Present: Chairman Dave Hintz, Robb Jensen, Bob Mott and Billy Fried.

Excused Absent: Ted Cushing.

Call To Order: Chairman Hintz called the meeting to order at 1:04 p.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, seconded by Mott to approve today's agenda with the order of items at the Chair's discretion. All "Aye"; motion carried.

Approve Minutes: Motion by Fried, seconded by Jensen to approve the minutes of 11/18/2019 with changes as discussed. All "Aye"; motion carried.

Insurance Proposal Decision – Wisconsin County Mutual and Robertson Ryan & Associates:

Discussion: Hintz stated that the Risk Manager Paul Wiese went over both proposals. An email regarding comments and recommendations from Wiese was distributed for review. The recommendation from Wiese was to remain with County Mutual. Mott asked if there was a side by side comparison, the attached comparison was discussed. Discussion ensued regarding comparable costs.

1:11 p.m. County Clerk Tracy Hartman appeared by phone.

Discussion: There is a large savings to remain with Wisconsin County Mutual per Hartman, costs were discussed. Per Hartman the customer service is not always the best and their response to phone calls and requests for information is not always the quickest but she cannot justify switching insurances due to the large difference in cost. Fried asked about replacement costs vs actual cash value and what the differences were, discussion ensued. Mott asked about the dividends and which company would be a better return, Hartman discussed the differences. Per Hartman there has been a larger dividend check received from Wisconsin County Mutual due to the reduction in workers compensation claims. Mott asked about other services provided by Wisconsin County Mutual. Per Hartman the county does take advantage of a lot of the programs offered by Wisconsin County Mutual. Hartman went over some of the services and programs offered by both companies, discussion ensued. Mott asked Human Resource Director Lisa Charbarneau if she had any concerns or issues on response times from Wisconsin County Mutual. Charbarneau stated she has had no issues as far as workers compensation claims though she has heard other departments have had some issues. Insurance claims and loss for 2018 was discussed. Fried asked about the options with the deductible, this was discussed.

Motion/Second: Jensen/Fried to accept the proposal from Wisconsin County Mutual at an annual premium of \$614,277 and moving towards a \$2500 deductible on the auto.

Roll Call Vote: Hintz, Abstain; Jensen, Aye; Mott, Aye; Fried, Aye.

Jensen and Fried clarified that they would like a statement added to the acceptance letter that customer service has been a concern and needs to be addressed.

2019 Capital Improvement Project Courthouse 3rd Floor Renovation – Line Item Transfer Returns Funds to

General Fund:

Discussion: Finance Director Darcy Smith went over the two phases of this renovation proposal. Per Smith phase one is the architectural design of the third-floor renovation and phase two would be the actual renovation. Phase one needs to be in conjunction with phase two. It was recommended that the \$100,000 that was set aside for phase one is returned to the general fund and this project will be part of the 2022 Capital Improvement Projects.

Motion/Second: Fried/Jensen to take the designated \$100,000 for the architectural third-floor renovation and return it to the general fund as undesignated. All "Aye"; motion approved.

2020 and 2021 Capital Improvement Program (CIP) Projects (Highway projects may include discussions regarding current facility expansion, new facility and offsite options):

Discussion: Hintz went over what was approved at the Budget Hearings. Hintz discussed the spreadsheets that were distributed and stated that the CIP committee was asked to rework the CIP project list. Per Jensen it was determined that all of the CIP items were to remain on the list. Jensen went over each of the CIP items listed; the projects, costs and timelines were reviewed. Discussion ensued regarding the proposed CIP projects.

- a. Sheriff-Radio Infrastructure at each Tower, E911 Center and Minocqua Dispatch Backup – Per Jensen this is needed and the amount is not recommended to be reduced.
- b. Information Technology - Infrastructure Upgrade – Per Jensen this is needed and the amount is not recommended to be reduced.
- c. Information Technology - Server/Storage Upgrade – Per Jensen this is needed and the amount is not recommended to be reduced.
- d. Sheriff - Phase III Radio - Mobiles for Squad Cars – Per Jensen this is needed and the amount is not recommended to be reduced.
- e. Highway - County Highway Reconstruction – Per Jensen additional Tax Levy is being requested for County Highway Reconstruction for 2020.
- f. Sheriff - LEC Body Scanner and Property Room Retrofit – Jensen stated this purchase would reduce the potential liability to the county.
- g. Land Info - Real Property Software (Non-AS400 products) – No comments made.
- h. Sheriff/ADRC - LEC Video Surveillance Upgrade and Health/ADRC Implementation and Storage – Per ITS Director Jason Rhodes the cameras at the Health and ADRC are new. The video cameras at the Sheriff's Office would be replacing the analog ones that are currently failing. Per Fried this is the highest priority due to the housing of the state inmates.
- i. Highway - Vehicle Service Bay Exhaust System (Facility Upgrades) – This is something that needs to get done in 2020 per Jensen.
- j. Sheriff - Taser Replacement – Fried stated that if the tasers are not replaced they will be shelved and other means of force would be implemented, discussion ensued regarding what the ramifications would be.
- k. Social Services - Vehicle Purchase – This is a high priority per Jensen. Smith stated that if this purchase is not made \$8000 will need to be placed back into their budget as this was removed in anticipation for this purchase, the \$8000 had been allocated for mileage.
- l. Highway - Fuel System Upgrade – Per Jensen a significant portion of this could be relocated if a new facility were built. Jensen stated that it was determined not a good use of time to send employees off site to get gas.
- m. Highway - Brine Building and Storage Building – Jensen stated the future of this is still unknown, there may be potential brine sales and contractual service to towns. Discussion if the brine equipment and facility would be movable if needed in the future.
- n. Land Info/Planning and Zoning - Impervious Surface Mapping from Aerial Imagery – No comments made.
- o. Buildings and Grounds - Courthouse Air Supply and Handling System – No comments made.

Analysis of the General Fund:

Discussion: Smith went over the handout distributed of the General Fund Analysis, each of the accounts were discussed. Per Smith there is a recommendation from the auditors to reserve \$1.1 million for 3.5 months of cost for Social Services operating expenditures, this is not currently being done. Discussion of how different potential changes would affect the General Fund.

Funding Options for 2020 CIP Projects:

Discussion: Jensen went over bundling and borrowing as a funding option. Depleting the General Fund for projects was discussed as an option to pay for CIP projects. Per Hintz there are at least 3 ways of borrowing; Bonding, bank line of credit or BCPL (Board of Commissioners of Public Lands) is borrowing money from the state. Different options were discussed, the benefits and costs were deliberated. Per Hintz these options need to be researched a little more to get some harder numbers for rates and terms. Per Smith she only recommends the maximum amount of \$4 million be withdrawn from the General Fund for CIP projects. Fried discussed pulling money from the General Fund, and the issues that the County Board may have. Mott asked what is the impact to the county if we do not retain the 3.5 months of operating costs and this was discussed. Per Jensen borrowing is inevitable, if we deplete the General Fund this will affect our bond rating. Bond rates and interest rates were discussed. Per Fried we need to be able to tell the other supervisors why we can't use the General Fund if that is what we decide. Mott asked what do we need in reserve, how far can we drop before it affects our ratings and what would that mean in cost. Smith will look into how changes to the General Fund would possibly affect our borrowing ratings.

Letter of support for the Broadband Expansion Application for submission to the Wisconsin Public Service Commission:

Discussion: Per Hintz there was an email from Phil Albert that Economic Development Corporation is applying for a Broadband Grant and they are requesting a letter from Oneida County in support of Broadband expansion. In the past they have asked for matching funds to support the grant, this grant is not requesting matching funds.

Motion/Second: Mott/Fried to provide Hintz the authority to write a letter of support for the application for the Broadband Grant. All "Aye"; motion passes.

Multifunction Printer replacement:

Discussion: Per Smith they are looking at alternate options, additional vendors are going to be contacted.

Public comment/communications: No Comment.

Dates and items for future agenda/meetings:

The dates of December 10th or 11th were listed as potential dates.

Adjournment:

Chairman Hintz adjourned the meeting at 2:59 p.m.