

**JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE SERVICES
COMMITTEE
JUNE 10, 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 Cushing/Mott to approve today's amended agenda with the order of items at the Chair's discretion. All aye; motion carried.

Approve minutes: Motion by Mott/Cushing to approve the minutes of 05/14/2019. All aye; motion carried.

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

- 1) Motion by Cushing/Jensen to approve the out-of-county travel for Darcy Smith from finance to attend the WCA Fraud Seminar 06/17/19 Stevens Point, WI. All aye; motion carried.

Transit Commission

- a. **Audit** – Mott reported that they have put out a request for bids for the audit and there were 3 bids received. Roger Youngren and Darcy Smith will look at the bids. Mott stated that they are diligently working to make certain that all of the concerns of the county are addressed so that this issue can be put to rest.
- b. **Consider recommending that the County Board pass a resolution authorizing the Oneida-Vilas Transit Commission to purchase up to four buses, and to borrow funds for said purchase, with the loan to be repaid from grant funds which the Commission is to receive** – Mott stated that last year the Oneida County Board approved a resolution for the Transit Commission to borrow money to purchase buses. Mott explained that they are again asking the County for permission to take out a loan to purchase the buses. Mott stated that when they purchase buses the entire amount has to be paid upfront and after the buses are purchased the state will reimburse 80% of the purchase price and the transit commission covers the remaining 20%. Mott stated that they believe they have the 20% raised and need to take out a short-term loan for the remaining 80%. Mott and Youngren reported that the buses they have are aging and there have been a number of safety issues with a few of the existing buses. Hintz questioned the bus usage/rides for the current buses and routes. Youngren reported that they are tracking a few new routes to make certain that they are being utilized correctly. Discussion regarding the purchase of the bus and the availability of the grants for future purchases. Motion by Cushing/Jensen to forward the transit commission resolution to the County Board for their consideration. Discussion regarding the need for an audit prior to the loan being taken out. All aye; motion carried.
- c. **Charter Updates** – There will not be any changes to the Charter until the audit is completed.

2018 IN REM Property Tax Foreclosure – Review parcels to be foreclosed – Tara Ostermann presented the list of properties that are currently five years delinquent and eligible for foreclosure. Ostermann gave an overview of the process. Discussion regarding the properties. Motion by Jensen/Mott to proceed with the 2018 In Rem property tax foreclosures as presented. Discussion regarding the environmental screenings and the cost of cleanup. All aye; motion carried.

Request from Oneida County Fair Board for addition to River Street Building – LuAnn Brunette and Fred Andrist, Oneida County Fair President, were present. Brunette explained that the River Street Building serves two purposes. The front building is used for storage for the Sheriff's Office and the back building is largely used by the buildings and grounds department and has been used in the past by the fair. A few years ago Buildings and Grounds notified the fair that there would no longer be room at the storage facility to store the fair items (Trolley, tent, etc). Brunette stated that they have received a request from the Fair to again store the items at a county facility. Brunette stated that the best option would be to add an addition to the River Street Building at an approximate cost of \$20,000. The Fair has been doing some fundraising and would help to cover the costs as well as they will be asking a builder for a reduced cost. Discussion regarding the addition, cost, usage and where the money would come from. Cushing would like to see this decision postponed until some decisions are made regarding the funding opportunities committee.

Resolution – I-CON water saver system for law enforcement center/jail – LuAnn Brunette explained that buildings and grounds put valves on four jails cells to monitor the water usage. In two of the cells they installed the I-Con water saver valve and in the other two cells they installed valves to monitor the usage to get a snapshot of the water usage. In the cells that had the I-Con water saver system the cells used around 4,568 gallons of water and the cells that were not limited used 37,106 gallons of water. The cost to install the I-Con water saver system in all cells is \$57,122 which would be paid back in approximately 22 months. Discussion regarding the use, the cost and the estimated annual savings. Motion by Mott/Jensen to approve the resolution and move it onto the full County Board. All aye; motion carried.

Funding Opportunities Committee Update – Hintz presented the committee with a funding opportunities committee conceptual ideas summary which outlines 27 ideas that the committee has come up with. Hintz gave an overview of the summary and the progress that has been made by the funding opportunities committee. Discussion regarding the items that are being considered by the committee.

Process for seeking Insurance Proposals – Tracy Hartman reported that the letter has been sent to WI County Mutual notifying them of the intent to seek proposals. Hartman explained that there are two options for seeking proposals. The county can request proposals from individual insurance companies or the county can work with a broker that does all of the leg work and presents the options from different insurance companies. Motion by Jensen/Mott to move forward with seeking a broker for insurance proposals and allow the County Clerk to make the decision as to which broker to use. All aye; motion carried.

Aging and Disability Resource Center line item transfer – Smith reported that they have a line item transfer to approve the additional revenues for the ADRC and to increase expenses to reflect the changes. Motion by Mott/Hintz to approve the line item transfer for Aging and Disability Resource Center. Smith gave an overview of where the money will be used. All aye; motion carried.

Indirect Cost allocation to Departments (specifically ADRC) – Smith explained the indirect cost allocation to departments. Smith explained indirect cost allocations and how they are determined. Smith reported that the ADRC is not currently being billed for indirect costs, however, they have found that they are able to bill for indirect costs. Motion by Mott/Hintz to bill ADRC to pay indirect cost as long as it does not limit services and to develop a policy on billing for indirect costs. All aye; motion carried.

Indirect Cost Allocation Plan Quotes – Smith reported that the County has always had a person that would process the indirect cost allocation plan and it would cost \$1700.00. The person that has done this in the past is retiring and the County will need to look at hiring someone else. Smith presented two different companies that currently work with other counties. Smith explained that the County can look at doing a processing allocation plan where the county does the majority of the work and the companies just figure the numbers or a preparation cap which means the company would come to the County and do a more detailed analysis. Smith would like to consider doing a preparation cap for the first year and then do a processing cap in future years. Smith has requested a quote from Maximus to handle the cost allocation plan in that manner.

Determine funding source for items approved at 5/14/19 Admin Committee meeting: Smith explained that the following three items were approved at the May meeting, however, the motions didn't defined where the money is going to come from. Motion by Jensen/Mott that the three items identified below come out of the 2019 contingency budget. All aye; motion carried.

- Pre-Employment Agreement for Deputy Sheriff hire up to \$2,000
- Independent Hearing Officer for County Materials Corporation reclamation permit up to \$3,500
- Outside Legal Counsel for Lakeland Area Property Owner's Association appeal against County Materials Corporation Conditional Use Permit up to \$10,000

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

Finance

- Smith presented finance vouchers for the month of April and May. Motion by Cushing/Jensen to approve the April and May vouchers as presented. All aye; motion carried.
- Smith presented the committee with line item transfers for PTO payouts. Motion by Cushing/Mott to approve the line item transfers as presented. All aye; motion carried.

- March and April, 2019 Investments – Smith presented the March and April investments and reported that we are over budget on interest by \$103,000.
- 2018/2019 Contingency Budget – Smith presented the contingency budget.
- 2019 Vacancy Budget – Smith reported that the vacancy budget for 2019 was \$225,000 and currently there is only \$27,056 in vacancy dollars.
- Spring WGFOA Conference Update – Smith reported that at the conference she won a “free” conference for the next conference dates.
- 2020 Budget Dates and Guidelines – Smith presented that committee with a proposed calendar for the budget. The budget hearings would occur October 7 – October 10. The committee agreed with these dates and Smith will send the budget information out to department heads.

ITS

- Motion by Mott/Hintz to approve the ITS vouchers and blanket purchase orders as presented by ITS. All aye; motion carried.

12:09 pm – Cushing excused

- Rhodes presented the May status report.

Treasurer

- Motion by Mott/Hintz to approve the vouchers for the Treasurer’s office as presented. All aye; motion carried.
- Treasurer Staffing Request Form 2020 budget – Ostermann presented the 2020 staffing request for the limited term employees. Motion by Hintz/Mott to approve the staffing request for the Treasurer’s Office for 2020.
- May Statement(s) of cash – Ostermann presented the May statement of cash.

County Clerk

- Motion by Fried/Jensen to approve the County Clerk 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 planned for July 10, 2019 at 9:00 a.m. Future topics: Update on tri-county opioid committee.

Adjourn

Hinz adjourned the meeting at 12:27 p.m.

Respectfully submitted,

 /s/tracy hartman
 Tracy Hartman, Recording Secretary
 Oneida County Clerk

/s/ dave hintz
 David Hintz, Chair