

# **JOINT ADMINISTRATION COMMITTEE AND LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES**

**March 11, 2015**

## **CALL TO ORDER**

Chairman Hintz called the Administration Committee to order at 12:30 p.m. in Committee Room #2 of the Oneida County Courthouse. It was noted that this meeting had been properly noticed in accordance with the Wisconsin Open Meeting Law and meets the Americans with Disabilities Act.

**ADMINISTRATION COMMITTEE MEMBERS PRESENT:** Chairman David Hintz, Bob Mott and Robb Jensen

**ADMINISTRATION COMMITTEE MEMBERS ABSENT:** Ted Cushing & Sonny Paszak (excused)

**ALSO PRESENT:** Lisa Charbarneau, Linda Herrmann (Labor Relations/Employee Services); Linda Conlon (Public Health); Brian Desmond (Corporation Counsel); Margie Sorenson (Finance); Kris Ostermann (Treasurer); Mike Romportl (Land Information.); Lynn Grube (ITS); Ray Zastrow (Civil Service Commission); Roger Luce (Economic Development); Mike Timmons, Scott Holewinski, Bill Freudenberg (Supervisors); Brian Bennett (Citizen)

## **APPROVE AGENDA**

Motion by Mott, second by Jensen to approve agenda with the order of items at the Chair's discretion. All ayes; motion carried.

## **APPROVE MINUTES**

Motion by Jensen, second by Mott to approve the minutes of 02/10/15 as presented. All ayes; motion carried.

## **OUT-OF-STATE/OUT-OF-COUNTY TRAVEL**

Health Department: Linda Conlon to co-present at COPHI Conference. Cost covered except for meals outside of conference in San Antonio, Texas 03/17-03/20/15.

Motion by Mott, second by Jensen to approve travel request for the Health Department as requested. All ayes; motion carried.

## **CONSIDER AND APPROVE THE COUNTY RISK MANAGER'S RECOMMENDATIONS CONCERNING INSURANCE REQUIREMENTS IN VARIOUS CONTRACTS:**

- Social Services lease agreement with an outside entity to use one of their offices downstairs. Risk assessor has indicated the contractor should carry \$1 million in general liability insurance as part of the lease agreement. Resolution will be coming to County Board next week.
- USDA Beaver Control Contract – Forestry to remove beaver dams. Waiver requested.
- USDA Beaver Control Contract – Highway to remove beaver dams. Waiver requested.

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- Highway J – Hansen Road Construction Contract with Town of Minocqua with an 80/20 cost share with the county paying 20%. Waiver requested.
- Highway J – Sidewalk Maintenance Agreement with Town of Minocqua. Waiver requested.

Motion by Jensen, second by Mott to approve the Risk Managers recommendations considering insurance requirements for items A thru E. All ayes; motion carried.

**RESOLUTION TO SELL COUNTY/CITY OWNED AIRPORT INDUSTRIAL PARK PROPERTY TO PONSSSE (ECONOMIC DEVELOPMENT)**

Roger Luce told the Committee that his office was contacted early in the fall by the acquisition company that owns Red Arrow Products. They would like to double the size of their physical facility and they don't have enough land to double the size of their cooling pond. They got together with Ponsse to discuss selling off some of their land adjacent to Red Arrow. It looks like they will be doing +/- 7 acres in a sale to Ponsse. Ponsse stated they would like to have the parcel that sits between Laser Pro and Ponsse that is owned by the airport. Ponsse will sell their 7 acres to Red Arrow for the price that they are paying for the acreage between Laser Pro and themselves.

Motion by Jensen, second by Mott to approve the resolution and forward to full County Board for their consideration. All ayes; motion carried.

**RESOLUTION FOR SIX MEMBER HIGHWAY EVALUATION COMMITTEE**

Hintz explained that there have been as many as six county board members active in the highway evaluation committee and officially named. Not all of those members participated in every meeting. What this resolution does is allow the membership to be officially six instead of five. The Committee has done a lot of work and everyone has contributed.

Brian Desmond stated that another important facet of this resolution is that lines 22-24 ratify the actions taken by the Committee up to this point.

Motion by Jensen, second by Mott to approve the six member committee and forward to County Board for their consideration (consent agenda). All ayes; motion carried.

**VOUCHERS, REPORTS, PURCHASE ORDERS AND LINE ITEM TRANSFERS**

**County Clerk**

- Motion by Mott, second by Jensen to approve the County Clerk's vouchers as presented. All ayes; motion carried.
- Motion by Jensen, second by Mott to approve the Line Item Transfers for the County Clerk as presented. All ayes; motion carried.

**Treasurer**

Mike Timmons stated that the town of Woodruff has gone on record and has a letter to Governor Walker and our Representatives on the 25<sup>th</sup> and they passed a resolution last night opposing the state budget bill regarding county assessing. He doesn't see how the county level is going to be any better than the state. The town would have to come up with \$89,585 more on a normal year. He stated that the County would have to hire at least one person to oversee this program. The amount of assessing that would have to be done is going to be immense.

Mike Romportl explained that the bottom line is you have to have a county employee with an Assessor Level III certification in order to implement the program. He stated that you have two choices; contract out or hire a staff of assessors. He doesn't know the cost of this but his Land Records Committee has authorized him to do a survey of the towns to find out what the current costs are, but they have not executed that survey yet. He has information from the city of LaCrosse that it is costing them \$35 per parcel. Right now with maintenance it is costing about \$7-\$10 a parcel for most towns and \$25 for a revaluation that is performed every 3-5 years. It is going to be a requirement now basically to do the equivalent of a revaluation every year. You have to stay at a 100% evaluation every year.

Romportl stated that the assessor's argument is that you cannot do this for \$7-\$10 a parcel in order to stay at full value across the entire county. They are using the dollar value of \$25 per parcel and they are saying this is basically going to be wholly underfunded. You will only be able to charge back to the towns 95% of what they are currently being charged and who is going to make up the difference? The Counties Association and the Town's Association have gone on record against this and so has the Wisconsin Association of Assessing Officers. He reported that the Land Records Committee made a motion to oppose the state budget bill regarding county assessing.

- Motion by Jensen, second by Mott that the Administration Committee supports opposition of county assessing. All ayes; motion carried.
- Motion by Mott, second by Hintz to approve vouchers as presented. All ayes; motion carried.
- Committee reviewed statement of cash for period ending 02/28/15.

#### **INFORMATION TECHNOLOGY SERVICES**

- Motion by Hintz, second by Jensen to approve the ITS vouchers as presented. All ayes; motion carried.
- Motion by Hintz, second by Mott to approve the ITS line item transfers as presented. All ayes; motion carried.

#### **FINANCE**

- Motion by Mott, second by Jensen to approve blanket purchase orders and vouchers for the Finance Department as presented. All ayes; motion carried.
- Motion by Mott, second by Jensen to approve the line item transfers for 2015 as submitted for the Finance Department, Medical Examiner, Register of Deeds and ADRC.
- Motion by Jensen, second by Hintz to approve the resolution for 2014 line item transfers from Contingency Fund and forward to full County Board for approval. All ayes; motion carried.
- Motion by Jensen, second by Mott to approve resolution for overdrawn accounts and forward to County Board for their approval (consent agenda). All ayes; motion carried.

#### **PUBLIC COMMENT**

- None

**ITEMS TO BE INCLUDED ON NEXT AGENDA**

- Videoing of County Board Meetings
- I-pads
- Presentation by Departments or Different Committees?

***IT WAS NOTED THAT AS DAVID HINTZ SERVES ON BOTH COMMITTEES THERE IS ONLY A QUORUM OF EITHER ADMIN OR LRES. PER BRIAN DESMOND A SECTION OF THE COUNTY CODE, ORDINANCE SECTION 2.31(4)(b), ALLOWS APPOINTMENT OF ANOTHER COUNTY BOARD SUPERVISOR TO ONE OF THE TWO COMMITTEES TO CREATE A QUORUM. PER ADVICE OF CORPORATION COUNSEL CHAIRMAN HINTZ DETERMINED THE PURPOSE OF THE MEETING WILL NOT WARRANT AN ADJOURNMENT AS WE HAVE TWO COMMITTEES COMING TOGETHER AND APPOINTED SCOTT HOLEWINSKI TO JOIN THE LRES COMMITTEE.***

**CALL TO ORDER**

Vice -Chairman Fried called the LRES Committee to order at 1:40 p.m. in Committee Room #2 of the Oneida County Courthouse. It was noted that this meeting had been properly noticed in accordance with the Wisconsin Open Meeting Law and meets the Americans with Disabilities Act.

**LRES COMMITTEE MEMBERS PRESENT:** Billy Fried, Carol Pederson and Scott Holewinski

**LRES COMMITTEE MEMBERS ABSENT:** Ted Cushing & Sonny Paszak (excused)

**APPROVE AGENDA**

Motion by Pederson, second by Holewinski to approve the agenda with as presented. All ayes; motion carried.

**APPROVE MINUTES**

Motion by Fried, second by Pederson to approve the minutes of 02/25/15 as presented. All ayes; motion carried.

**VOUCHERS, REPORTS & BILLS**

Motion by Holewinski, second by Pederson to approve the vouchers, reports and bills as presented. All ayes; motion carried.

**PUBLIC COMMENTS**

- Brian Bennett gave his opinion to the committees about the Veteran Services Officer evidentiary hearing process.
- Ray Zastrow expressed the need for a different procedure if there is something that is going to come out against an employee and the need to inform committees.

**JOINT MEETING WITH LABOR RELATIONS/EMPLOYEE SERVICES COMMITTEE**

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**EXECUTIVE SESSION**

Motion by Holewinski, second by Pederson for the LRES Committee; motion by Mott, second by Jensen for the Administration Committee to adjourn into closed session pursuant to section 19.85(1) (c), for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. (Topic: Staff involved with Veteran Services Officer Evidentiary Hearing).

Roll call vote with all LRES Committee members voting aye; motion carried.

Roll call vote with all Administration Committee members voting aye; motion carried.

Discussion held in closed session.

Motion by Jensen, second by Hintz for the Administration Committee to return to open session. Roll call vote with all voting in the affirmative; motion carried.

Motion by Pederson, second by Holewinski for the LRES Committee to return to open session. Roll call vote taken with all voting in the affirmative; motion carried.

The following motions were made in the above closed session and announced in open session:

Motion by Mott, second by Jensen for the Administration Committee as reviewed all actions taken by the HR Director and Corporation Counsel in the process were legal and none were found to be inappropriate. Roll call vote with all voting aye; motion carried.

Motion by Holewinski, second by Pederson for the LRES Committee as reviewed all actions taken by the HR Director and Corporation Counsel in the process were legal and none were found to be inappropriate. Roll call vote with all voting aye; motion carried.

**LESSONS LEARNED AND PROCESS IMPROVEMENT IDEAS RELATED TO VETERAN SERVICES ISSUES**

Motion by Hintz, second by Mott to be tabled and moved to a future joint meeting with Administration and LRES Committees. All ayes; motion carried.

**ADJOURN JOINT MEETING**

Motion by Hintz, second by Jensen for the Administration Committee to adjourn the joint meeting at 4:05 p.m. All ayes; motion carried.

Motion by Pederson, second by Holewinski for the LRES Committee to adjourn the joint meeting and continue on with their agenda.

Administration meeting adjourned at 4:05 a.m.

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David Hintz, Chairman

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Linda Herrmann, Recording Secretary