

Oneida County Administration Committee Meeting
Monday, October 14, 2013 9:30 a.m.
Oneida County Courthouse
Committee Room #2, 2nd Floor
1 S. Oneida Avenue
Rhinelander, WI 54501

Committee members present: David Hintz-Chairman, Ted Cushing, Jerry Shidell, Sonny Paszak

Committee members not present: Denny Thompson (excused)

Others present: Joe Brauer - Rhinelander/Oneida County Airport Director, Robert Heck – Rhinelander/Oneida County Airport Chair; Margie Sorenson – Finance Director, John Frederick – Actuary Consultant, Roger Luce – Oneida County Economic Development Corporation Executive Director, John Bilogan – Forestry Director, Linda Conlon – Public Health Director, Thomas Wiensch – Assistant Corporation Counsel, Mary Bartelt – County Clerk, Michael Matschi/Pitney Bowes, Kris Ostermann – Treasurer, Mike Romportl – Land Information Director, Lynn Grube – Information Technology Services Director, Jonathan Anderson – Northwoods River News, Jennifer Lueneburg – recording secretary

Call to order and Chairman’s announcements:

Chairman Hintz called the meeting to order at 9:32 a.m. in accordance with the Wisconsin Open Meetings Law.

Approve agenda for today’s meeting:

Motion by Paszak to approve today’s agenda with the order of items at the discretion of the chairman. Second by Shidell. All members present voting ‘Aye’. Motion carried.

Approve minutes of September 9, 2013 and September 11, 2013:

Motion by Cushing to approve the minutes of the September 9, 2013 and September 11, 2013 meeting. Second by Paszak. All members present voting ‘Aye’. Motion carried.

Approve additional budgets:

Brauer reports Oneida County’s portion of the 2014 airport budget is \$190,000. Heck states the airport had its worse year last year with losing an airline. However, they have now captured SkyWest Airlines and there are currently two scheduled daily flights. They have requested a third flight and SkyWest is currently considering the request. Heck referenced an article recently published in the Northwoods River News regarding space needs for the UW-Extension/Land & Water Conservation departments. Heck states they met with these two departments a while back and had architects draft some new space plans. They would need to remodel the old restaurant space which they would move Brauer into. This would make more space for the two departments. However these changes would affect their 2014 budget needs. Remodeling costs are unknown at this time. Brauer states they are meeting with the City of Rhinelander tomorrow night to approve the city’s portion of the budget. Discussion held on the storm water utility fee for the airport which would be \$15,000 for 2014, \$30,000 in 2015 and \$45,000 in 2016. Brauer will be discussing this fee with the city since he feels it is too high. Motion by Cushing to accept the tentative budget of the airport as presented. Second by Paszak. Further discussion led by Shidell about possible employee retirement and reduction in budget needs. Brauer states that the retirement isn’t confirmed and they need to budget the expense in case the employee decides not to retire. Hintz, Cushing and Paszak vote ‘Aye’. Shidell votes ‘Nay’. Motion carried.

Actuary presentation:

Frederick presented the handout "Basis for a Change in Accounting Procedures" and reviewed the report previously provided. Frederick states Oneida County's liability in January 2011 was \$7.9 million dollars for retirement healthcare costs. The January 2011 evaluation estimated the liability to increase by \$590,000. However, due to insurance costs not increasing as much as they thought and employees retiring later, the total liability only increased by \$198,000 since 2011. Further discussion held on study results. Sorenson states \$305,000 was allotted in the 2014 budget for this liability expense increase. Sorenson notes, employees starting after January 2010 are not eligible for retirement insurance benefits so eventually, the liability will reduce to zero. Motion by Paszak to receive and accept the report. Second by Shidell. All members present voting 'Aye'. Motion carried.

Revolving Loan Fund changes:

Luce discussed changing the Revolving Loan Fund to a regional fund which will make the fund a 501(c)(3); approval has been received for this change. The fund currently has \$942,000 in loans. The region would include Florence, Oconto, Langlade and Oneida Counties and possibly Vilas and Forest Counties. The reason for the change is to de-federalize these funds, which gives them more flexibility in loan approval. Luce notes that you must be part of a regional group in order to de-federalize funds.

Oneida County Health Department – WIC funding:

Conlon reports as of November 2013, if the government shutdown continues, the WIC program would no longer be funded which would affect three WIC/breastfeeding program employees. The Committee directs Conlon to go through the LRES and Finance departments to determine if employees would need to be laid off. Conlon suggests an option of the county funding the program until the Federal shutdown ends in which the county would most likely be retroactively paid back. Conlon provided explanation of the program. Hintz inquires if other programs may have issues during the Federal shutdown. Sorenson states the shutdown will not create other issues at this time unless it continues into next year. Cushing directs Conlon to discuss the matter with LRES for the October 28th meeting.

2014 RASTA maintenance contract:

Bilogan reports the Forestry Committee approved the 2014 RASTA maintenance contract. Amounts stayed the same as the 2013 contract.

Out-of-state or Out-of-county travel requests:

None

Consider and approve the County Risk Manger's recommendations concerning insurance requirements in various contracts:

Frontier Internet contract: Wiensch states the insurance company requires evidence of insurability for internet service contract.

Fiber Cake composting agreement: Wiensch states agreement reviewed and the insurance company just wants to be listed as the insurer on the certificate.

Options Counseling Services agreement: Reviewed agreement between Sheriff's Department and Options Counseling Services; requiring standard Workman's Compensation language but the rest of the agreement is appropriate.

Consider and approve the County Risk Manger's recommendations concerning insurance requirements in various contracts (continued):

Motion by Cushing to approve the County Risk Manager's recommendations concerning the Fiber Cake Composting agreement, the Options Counseling Services agreement and Frontier internet contract. Second by Paszak. All members present voting 'Aye'. Motion carried.

Vouchers, reports, purchase orders and line item transfers:

County Clerk

- Bartelt presented September vouchers for Town of Hazelhurst (dog licensing), United Metering Services and Safelite as well as recurring bills from the Sheraton Madison, Wisconsin Counties Association, Federal Express, and Secura Insurance. Motion by Cushing to approve the bills and vouchers as presented. Second by Shidell. All members present voting 'Aye'. Motion carried.
- **Pitney Bowes postage meter machine – Michael Matschi:**
Bartelt introduces Matschi. Matschi provided different options regarding the mail metering system for the Courthouse. Discussion held on whether to keep the current machine for now or replace with a new machine. The current machine no longer has parts available and the sensors are starting to wear out. However the mother board still works and the machine is still operable. A new machine would be able to print return addresses on mail so pre-printed envelopes for different departments would no longer be needed. Matschi feels best option would be to lease a new machine. Bartelt feels they should continue to use the current machine for another year. Sorenson concurs with Bartelt. Motion by Paszak to go with the current machine right now and if we run into problems, deal with it as we go along. Second by Shidell. All members present voting 'Aye'. Motion carried.
- **Discuss insurance deductible rates:**
To be discussed at future meeting

Treasurer

- Ostermann presents voucher for transportation costs incurred by the Deputy Treasurer. Motion by Cushing to approve voucher. Second by Paszak. All members present voting 'Aye'. Motion carried.
- **Statement of Cash Account:**
Ostermann reviews statement.
- **Resolution: Designate public depositories:**
Ostermann reviewed resolution content. Motion by Shidell to approve resolution. Second by Paszak.
- **Resolution: Auditor-Financial Director Investment Authority:**
Ostermann reviewed resolution content. Motion by Shidell to approve resolution. Second by Cushing.

All members voting present voting 'Aye' on both resolutions. Motion carried.

- **Resolution: Treasurer cancelled checks:** Ostermann provided listing of checks not cashed, to be cancelled. Voiding checks in our system so no cost to county. Motion by Cushing to forward the resolution regarding canceled checks to the county board. Second by Paszak. All members present voting 'Aye'. Motion carried.

Vouchers, reports, purchase orders and line item transfers - Treasurer (continued):

- **Resolution: Change Paying Specials:** Ostermann has talked with the townships about changing how special assessments get paid. All townships are in agreement except for Three Lakes due to how it may affect their sanitary district collecting delinquent balances. Ostermann says she wanted to keep townships informed and will be moving forward with the change. Brief discussion on implications of change. Motion by Cushing to approve resolution. Second by Shidell. All members present voting 'Aye'. Motion carried.
- **Letter with Agreement on resolution change of paying specials:** Ostermann discussed agreement provided in agenda packet and letter to be sent to townships, explaining the resolution. Hintz directs Ostermann to attach the letter to the resolution going to the County Board.

Finance

- Sorenson provides vouchers for fringe benefits, Human Services Center, Finance expenses, credit card bill, Board of Adjustment legal expenses and advertising. Motion by Cushing to approve the bills, vouchers and blanket purchase orders as presented. Second by Paszak. All members present voting 'Aye'. Motion carried.
- **General Investments report:** Sorenson states made \$22,000; referenced handout.
- **Resolution for line item transfers:** Sorenson provided handout listing line item transfers for Social Services, Dept. on Aging, Emergency Management, Land & Water Conservation, Forestry and Register of Deeds. Motion by Hintz to approve line item transfers. Second by Cushing. All members present voting 'Aye'. Motion carried.

Capital Improvement Development program: Sorenson references letter in agenda about Capital Improvement Development program and provided Waupaca County Improvement Plan. Sorenson gave brief summary of plan and feels it allows more prioritization. Hintz says UW-Extension is willing to help create the program since they have the skills to do so. Sorenson estimates about 25 projects are currently available. Committee to continue to work on this and update at future meetings.

***Next meeting to be held November 4, 2013 at 9:30 a.m.

Ted Cushing excused from meeting.

2014 Budget process

Forestry has some left over state aid money available in the amount of \$12,000 and believe they can use this to pay for the oak reseeded/repopulation project. Motion by Paszak to approve project. Second by Shidell. All members present voting 'Aye'. Motion carried.

Brief discussion held on 2014 Budget process. Shidell feels county board members were better aware of what kind of money was available to spend. Sorenson recommends any changes on the county board floor go on the levy and not out of the general fund.

Vouchers, reports, purchase orders and line item transfers (continued):

Information Technology Services

- Grube presents bills and vouchers. Motion by Hintz to approve ITS bills. Second by Paszak. Line item transfer provided for the Minocqua Police Department. Motion by Hintz to approve line item transfer. Second by Shidell. All members present voting 'Aye' for both motions. Motion carried.
- Grube presenting an Out-of-State travel request for ITS and Land Information GIS Specialist to attend Law Enforcement Software (New World) training conference in Minneapolis, MN. Motion by Shidell to approve the proposed Out-of-State travel. Second by Paszak. All members present voting 'Aye'. Motion carried.

Public comment or communications:

None

Items to be included on next agenda:

2014 budget
Capital Improvement Development program
Topics related to City of Rhinelander
Voice-Over IP project

Adjournment:

Motion by Paszak to adjourn meeting. Second by Shidell. All members present voting 'Aye'. Motion carried. Meeting adjourned at 12:06 p.m.



David Hintz
Committee Chairman



Jennifer Lueneburg
Recording Secretary

