

Oneida County Administration Committee Meeting
Monday, April 7, 2014 9:30 a.m.
Oneida County Courthouse, Committee Room #2, 2nd floor
1 S. Oneida Avenue
Rhineland, WI 54501

Members present: David Hintz – Chairman, Sonny Paszak, Denny Thompson

Members not present: Ted Cushing (excused), Jerry Shidell

Department staff: Kristina Ostermann - Treasurer, Linda Conlon – Public Health Director, Michael Romportl – Land Information Director, Thomas Wiensch – Assistant Corporation Counsel, Lynn Grube – Information Technology Director, Mary Bartelt – County Clerk

Others present: Blaine Oborn – Rhineland City Administrator, Chris Rog/Sand Creek Consultants, Jonathan Anderson/media, Jennifer Lueneburg/recording secretary

Call to order and Chairperson's announcements:

Chairman Hintz called the meeting to order at 9:30 a.m. in accordance with the Wisconsin Open Meetings Law.

Approve agenda for today's meeting (order of agenda items at discretion of Chairperson):

Motion by Paszak to approve today's agenda. Second by Thompson. All members present voting 'Aye'. Motion carried.

Approve minutes from March 12, 2014 committee meeting:

Motion by Paszak to approve the minutes of March 12, 2014. Second by Thompson. All members present voting 'Aye'. Motion carried.

Out-of-state / Out-of-County travel requests:

Oneida County Health Department: Conlon states Carl Meyer (Assistant Public Health Director) and herself will be traveling to Kansas City to attend the Cophi Open Forum which is a Public Health quality improvement exchange. Conlon states they will be talking about being the smallest accredited Public Health program in the nation. Costs will be paid for by the Cophi Forum and grant dollars (if grant approved). Motion by Thompson for Administration Committee to approve (travel request) if fund comes through. Second by Paszak. All members present voting 'Aye'. Motion carried.

Lindey Cleaners property discussion/City of Rhineland: Romportl states Oborn contacted him about obtaining title to the former Lindey Cleaners property and building in order to make property into a parking lot for the city. After preliminary inspections, this building was found to be contaminated with lead, asbestos and several different hazardous materials left over from the dry cleaning business. The city has submitted an application for grant funds to cleanup the property but the city must first take title of the property. Romportl references statutes applicable to this situation. Closure of the deal will happen in August 2014 unless someone else comes in and settles the tax bill on the property. The current tax bill with special assessment, interest, penalty and other fees totals \$76,564.31. In-depth discussion led by Romportl on tax bill and fees owed to property. Costs without charging the penalties and interest would be \$41,874.93 as of May 31, 2014. Rog says if approved, the grant will cover demolition, removal of asbestos and chemicals, and a clean sweep of the building plus flattening and graveling the property after demolition. Rog notes, if the contamination is worse than they initially assessed, the city may have to get a second

grant. Rog feels getting approval of the first grant they applied for is highly likely because it fits into the downtown's growth plan and hopes to hear back on whether the grant is approved within the next month. Oborn summarized some future projects for the downtown area and how they tie into completing this portion of their revitalizing efforts. Hintz feels a resolution is needed on this project and should be a joint resolution with the Administration and Land Records Committees. The city will return \$1500.00 paid to them on special assessments and will also be liable for the 2014 property taxes. Motion by Thompson (read by Romportl) to direct staff to bring to the next Administration and Land Records meeting, a resolution to foreclose on RH185 (Lindey Cleaners) and have Corporation Counsel draft an agreement for the conveyance of the property with the County paying the foreclosure cost and taxes with the understanding that the City will reduce the special charges by the amount of interest and penalty applied to the delinquent special assessment accounts and that the city pay the 2014 taxes and special assessments. Second by Paszak. All members present voting 'Aye'. Motion Carried. This matter to be revisited prior to the May County Board meeting.

Vouchers, reports, purchase orders and line item transfers:

Treasurer: Ostermann provides one voucher for deputy's mileage. Hintz suggests allowing department heads to sign mileage vouchers to avoid taking up committee time. Thompson agrees, stating it is already a budgeted expense. Hintz suggests this being a future agenda item. Motion by Paszak to approve voucher. Second by Thompson. All members present voting 'Aye'. Motion carried.

Ostermann also reports 2014 environmental assessments will be started right after May 31st. In the past few years, MSA has done the costs for the same price of \$490.00 for new assessments and \$150.00 for properties that were assessed in the previous year. MSA is once again charging the same prices and Ostermann asks Committee if she should go out for bids or stick with MSA. Thompson inquires about the Planning and Zoning department doing some of the assessments. Ostermann thinks that Planning & Zoning may not want the liability but will check into the idea further. There are currently 65 properties that need to be assessed. Motion by Thompson to go ahead with (using) MSA. Second by Paszak. All members present voting 'Aye'. Motion carried.

Finance: Hintz reports total bills and vouchers submitted is \$6,676.45 and summarized items. Motion by Paszak to approve bills and vouchers for Finance as presented. Second by Thompson. All members present voting 'Aye'. Motion carried.

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

- **APHIS Beaver Control contract (Highway):** Wiensch reports this is a standard contract used each year for beaver removal; no insurance requirements needed.
- **Wuethrich/Hamrick Snowmobile trail and bridge agreements (Forestry):** Wiensch states this is a situation where a landowner is allowing the County to use their land for snowmobiling trails. Wiensch feels since the landowner is generously letting the County use their land, no insurance requirements should be imposed.

▫ **Spruce Lake Dam Inspection Contract (Forestry):** Wiensch suggests the following insurance requirements: \$1,000,000 each for General Liability, Professional Liability and Automobile Liability as well as standard workman's compensation requirements.

Motion by Paszak to approve the Risk Managers recommendations. Second by Thompson. All members present voting 'Aye'. Motion carried.

Discussion held on insurance responsibilities for inmates.

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

Information Technology Systems:

Grube summarizes line item transfer and vouchers. Sizeable total due to phone system equipment and software bills amongst them. Discussion led by Grube on the new phone system. Motion by Thompson to pay ITS bills and vouchers as presented. Second by Paszak. All members present voting 'Aye'. Motion carried.

County Board roll call voting: Grube provided handout on proposed new system. Grube has negotiated with the company and they are offering to include a free year of maintenance or to discount the original cost by 5%. Grube discusses projection issues and possible solutions. Grube also suggests getting one year of maintenance and summarized various maintenance package options. Hintz appreciates the possibility of some visual tools in the County Board Room. However, Hintz would like to meet with Grube to gather more information and ensure that this option will work, regardless if the committee approves this project today or not. Grube discussed ordering TV monitors for the system and if they don't work well with the room, they can be returned. Discussion held on borrowing a TV first to see if it would work; Grube is concerned that damage may occur during transport of borrowed TV in which the county would then be liable. Committee discussed and agrees to hold off on any motion today. Hintz to research and evaluate this project further with Grube and then bring project to next Administrative Committee meeting with new committee members.

Resolution: Merge Solid Waste with Highway Committee:

Paszak talked with Highway Commissioner Freeman Bennett and Bennett feels this is a good idea. Hintz summarizes resolution, combining the Solid Waste Department into the Public Works Committee. The resolution amends the county ordinance. Discussion held. Motion by Paszak to approve and pass on to County Board for their full consideration. Not a consent item due to a new County Board. Second by Thompson. All members present voting 'Aye'. Motion carried.

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

County Clerk: Bartelt summarizes bills and vouchers. Discussion held on election results and possible recalls on three different races. Also discussed county clerk scanning and mail meter machine issues. Motion by Paszak to approve vouchers. Second by Thompson. All members present voting 'Aye'. Motion carried.

Secretarial support for Administration Committee:

Hintz reports no updates at this time; to be discussed at next meeting.

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

Finance:

- **Investment of Core Funds – RFP process:** No discussion due to Finance Director's absence.
- **General Investments report:** No discussion due to Finance Director's absence.
- **Resolution for line item transfers:** Summarized line item by Hintz; amounts listed to be on consent agenda at County Board meeting. Motion by Thompson to approve resolution from Finance Department to pass on to the full County Board for approval. Second by Paszak. All members present voting 'Aye'. Motion carried.
- **Resolution for overdrawn accounts:** Hintz summarizes \$4,562.00 funds to be taken from contingency fund. Motion by Paszak to approve taking money from the contingency fund. Second by Thompson. All members present voting 'Aye'. Motion carried.

Capital Improvement/Program Management Program:

Not discussed due to Finance Director unable to attend.

Suggestion box:

Hintz states this matter to be continued and discussed at a future meeting.

Public comment/communications:

None

Items to be included on next agenda:

- Small reoccurring bills to be signed by department heads
- Secretarial support for Administration Committee
- Capital improvement project
- Suggestion box
- Roll call voting for County Board

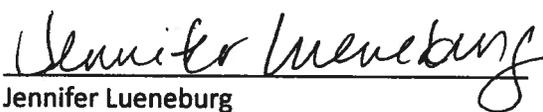
No future meeting date set at this time. Date will be set once new committee formed.

Adjournment:

Motion by Thompson to adjourn. Second by Paszak. All members present voting 'Aye'. Motion carried. Meeting adjourned at 10:54 a.m.



David Hintz
Committee Chairman



Jennifer Lueneburg
Committee Secretary