

**Administration Committee  
September 17, 2014  
Minutes**

**Committee members present:** Chairman David Hintz, Ted Cushing, Robb Jensen, Bob Mott and Sonny Paszak.

**Others present:** Linda Conlon (Health Department); Brian Desmond (Corporation Counsel); Freeman Bennett, Patti Wrycha, Jeri Cooper (Highway); Lisa Jolin, Brian Dutcher (Solid Waste); Mary Bartelt (County Clerk); Kris Ostermann (Treasurer); Lynn Grube (ITS); Tim Brown (UW-Extension); Margie Sorenson (Finance); and Kerri Ison.

**Call to order:** Chairman Hintz called the meeting to order at 9:00 a.m. in Committee Room #1 of the Oneida County Courthouse noting the meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting Law.

**Approve agenda:** Motion by Mott/Cushing to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried.

**Approve minutes:** Motion Paszak/Jensen to approve the minutes of 8/11/14 as presented. All ayes; motion carried.

**Out-of-state/out-of-county travel:** Conlon presented out-of-state travel request to speak at the Public Health Performance Management training for the State of Iowa 2014 Fall Public Health Colloquium on 10/6-7/14. All expenses are paid. Motion by Paszak/Mott to approve Conlon's out-of-state travel request as presented. All ayes; motion carried.

**Consider and approve the County Risk Manager's recommendations concerning insurance requirements in various contracts:** Desmond discussed the following contracts and necessary insurance requirements:

- Lynn 2014 Non-metallic Mining contract: contract with the Town regulating use of mine/gravel pit. Standard language requirements apply.
- 2014 Snowmobile license agreement: agreement with Meteor Timber, LLC to utilize property for snowmobile trails. Standard insurance requirements apply; worker's compensation not required.
- ADRC of the Northwoods Charter access: contract to allow Charter Communications access to necessary county buildings for the purpose of installing Internet lines for the ADRC. Company provides additional insurance beyond standard requirements.
- Pauly Jail Building Company proposal: contract to provide training to Buildings and Grounds staff and Jail staff on the use and maintenance of jail doors. Standard insurance requirements apply.
- AVI contract: contract with AT&T for courthouse video system. Company provides additional insurance beyond standard requirements.

Motion by Cushing/Paszak to approve the County Risk Manager's recommendations for items 5 (a-e). Discussion followed. All ayes; motion carried.

**2015 Highway Department budget:** Bennett and Wrycha were present to discuss the 2015 Highway Department budget as Bennett is not available to attend the budget hearings. Chairman Hintz indicated the Administration Committee would not review the entire budget for the Highway Department or Solid Waste today as the departments are scheduled in the normal budget hearing process. Bennett was asked to delegate the duty to appear at budget hearings to other departmental staff in his absence.

Bennett discussed the devastation last winter's workload had on the 2014 budget. The department was able to pick up additional jobs to help offset the \$286,000 shortfall but felt it will be tough to cut any additional line items. Two (2) employees will not be replaced at this time and a pending retirement of support staff will provide some salary savings; however, the department would like to keep those funds in the budget to help offset expenses. Budget has been approved by committee of jurisdiction. Discussion followed.

**2015 Solid Waste budget:** Bennett and Jolin were present to discuss landfill budget. Bennett indicated the loan from the general fund will be paid off approximately one year early due in part to a good recyclable market. Budget submitted is same as 2014. Upgrades are needed to the sort line and small equipment purchases are needed. He reminded the Committee that the landfill is self-sufficient. Discussion followed

**Resolutions re: Administrator/County Board Size:** Chairman Hintz noted the resolutions which came before County Board in April regarding hiring an Administrator and reducing County Board size will be on the September County Board meeting agenda for action. Both subjects have been reviewed by the Ad Hoc Committee and report provided to County Board as directed. He also noted the resolution regarding County Board meeting times will also be on the September agenda for action. Lengthy discussion followed.

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

County Clerk:

- Motion by Cushing/Jensen to approve the Clerk's vouchers as presented. All ayes; motion carried.
- Motion by Jensen/Paszak to approve the Clerk's line item transfer as presented. All ayes; motion carried.
- Bartelt reviewed 2015 budgets (County Clerk, codification, elections, rural county planning) in detail. Discussion followed. Motion by Cushing/Mott to approve the

2015 County Clerk's budget as presented but to reduce line item 51440.531102 to \$40,000. Discussion followed. All ayes; motion carried.

- Motion by Cushing/Paszak to approve the Insurance and Risk Management/Property and Liability Insurance budgets as presented. Discussion followed. Bartelt discussed the worker's compensation premiums and dividends. All ayes; motion carried.

Treasurer:

- Motion by Cushing/Hintz to approve the vouchers as presented.
- Ostermann reviewed July and August statement of cash reports. Motion by Cushing/Paszak to receive the July and August statement of cash reports. All ayes; motion carried.

- Ostermann provided update on the foreclosure process noting 24 properties will be sold by the County.
- Ostermann reviewed the 2015 Treasurer's proposed budget in detail. Motion by Cushing/Mott to approve the 2015 Treasurer's budget as presented and forward to budget hearings.

Finance:

- Motion by Cushing/Hintz to approve the Finance Department's vouchers as submitted. All ayes; motion carried.
- Motion by Paszak/Jensen to receive the general investment summary for the period ending 8/31/14. Discussion followed. All ayes; motion carried.
- Sorenson presented line item transfers for review. Motion by Cushing/Paszak to deny the Land Conservation line item transfer to purchase a canoe with soil map funds and return to Land Conservation. Discussion followed. All ayes; motion carried. Motion by Jensen/Paszak to approve the following line item transfers as presented: UW-Extension, Public Health, Department on Aging, Social Services. All ayes; motion carried.

ITS:

- Grube reviewed list of vouchers. Motion by Hintz/Mott to approve the ITS bills as presented. All ayes; motion carried.
- Grube presented line item transfer to offset dictaphone purchase. Lengthy discussion followed. Motion by Mott/Jensen to approve the line item transfer as presented. All ayes; motion carried.
- Brown reviewed capital improvement program request to upgrade telephone system at the UW-Extension. The review/justification for the request was developed using the CIP criteria (although estimated cost is less than \$25,000) and was unanimously approved by the Conservation/UWEX Committee. Discussion followed regarding equipment costs, provider costs, etc. Grube noted a switch needs to be replaced in 2016 (\$12,000) in order to implement computer upgrades for UWEX and is included in the cost estimate. Motion by Mott/Cushing to approve the UW phone system capital improvement request as presented and pass on to the CIP Committee for consideration. All ayes; motion carried.
- Grube reviewed the Citrix VDI-in-a-Box capital improvement request which is for the third and final phase of the Citrix implementation to standardize Office licenses (Windows 7 and MS Office 2010), mobility, and centralized IT support for all County departments. Discussion followed. Motion by Hintz/Paszak to approve the Citrix VDI-in-a-Box capital improvement request and pass on to the CIP Committee for consideration. All ayes; motion carried.
- Grube reviewed the 2015 proposed budget and continuing appropriation accounts in detail. Lengthy discussion followed. Motion by Cushing/Hintz to approve the 2015 ITS budget and forward to budget hearings. Discussion followed. All ayes; motion carried.
- Ipad/tablets for County Board Supervisors agenda item was tabled to a future meeting.

**Select Capital Improvement Program (CIP) Committee:** The previous Administration Committee developed the CIP to help prioritize projects over \$25,000 and how the projects should be funded. Hintz discussed appointing a subcommittee to review, evaluate, prioritize and make recommendations for project submissions prior to the budget hearings. Discussion followed regarding makeup of committee and the need to make decisions for the betterment of the County. Hintz will contact the following suggested participants to serve on the CIP

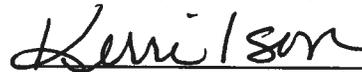
Subcommittee: Margie Sorenson, Robb Jensen (Chair), Billy Fried, Jack Sorensen and Karl Jennrich. Sorenson noted two meetings will be needed prior to budget hearings and suggested meeting on Tuesday afternoons.

**Budget process overview:**

- Sorenson noted the LRES Committee will be discussing personnel wage increases and health insurance costs at their meeting scheduled for 9/24/14. She suggested this be a joint meeting of the LRES and Administration Committees. Lengthy discussion followed. Sorenson will contact LRES regarding the joint meeting.
- Sorenson reported the levy can increase \$309,000 (based on net new construction and designating general fund money to the ambulance fund). This is a 5% increase in gross levy. She also noted based on budgets submitted the overall budget currently exceeds the levy limit by \$52,000—not including wages and health insurance.

**Adjournment:** Motion by Cushing/Paszak to adjourn at 11:56 a.m. All ayes; motion carried.

Respectfully submitted,



Kerri Ison, Recording Secretary



David Hintz, Chair