

**Administration Committee
May 11, 2015
Minutes**

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

Others present: Brian Desmond (Corporation Counsel), Roger Luce (OCEDC), Jean Hansen (Land Conservation), Lisa Charbarneau (LRES), Mary Bartelt (County Clerk), Kris Ostermann (Treasurer), Lynn Grube (ITS), Greg Werner (Frontier Communications), Margie Sorenson (Finance), Bill Freudenberg (Supervisor) and Kerri Ison (recording secretary).

Call to order: Chairman David Hintz called the meeting to order at 9:30 a.m. in Committee Room #2, second floor of the Oneida County Courthouse. The meeting was properly posted and mailed in accordance with the Wisconsin Open Meeting Law and the facility is handicap accessible.

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 by Cushing/Jensen to approve the minutes of 4/13/15 as presented. All ayes; motion carried.

Out-of-state / county travel: None. Discussion followed regarding receiving a copies on conference agendas with the travel requests.

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

- Desmond presented Forestry ATV easement agreement for ATV/UTV trails using private property. The County Risk Manager recommends a waiver of insurance requirements for private property owners. Discussion followed. Motion by Cushing/Mott to approve the County Risk Manager's recommendations concerning insurance requirements for Forestry ATV/UTV easement agreement. All ayes; motion carried.

Resolution for Kuehneman Satisfaction of Mortgage: Desmond presented Kuehneman satisfaction of mortgage resolution for approval. Previously OCEDC loaned money to Aqualand. Following a complicated bankruptcy process, a loan was secured through a mortgage on property owned by Kuehneman with Oneida County being the mortgage holder. The debt has now been satisfied. Motion by Cushing/Jensen to approve resolution for the Kuehneman satisfaction of mortgage as presented and forward to County Board for their consideration. All ayes; motion carried. (Consent agenda item.)

Resolution for Board of Adjustment Secretary Pay Increase: Desmond presented an ordinance amendment for the Board of Adjustment Secretary pay increase which was approved by the Administration Committee in January. Motion by Cushing/Mott to approve the pay increase as outlined in the resolution and forward to County Board for consideration. All ayes; motion carried. (Consent agenda item.)

Resolution for Sale of Land to Superior Diesel: Desmond presented resolution for sale of county property to SDI Properties LLC. The strip of property is adjacent to current property and will be used for expansion purposes including storm water drainage. Motion by Jensen/Cushing

to approve the sale of property to SDI Properties LLC and forward to County Board for consideration. All ayes; motion carried.

LTE Conservatoinist Specialist funding: Hansen presented request for a summer LTE position to assist with the field season at a cost of \$7,506 to come from the contingency fund, as suggested by Sorenson. Charbarneau noted the timeframe for hiring an LTE, depending on the pool of candidates, is two to four weeks. Discussion followed. There is a joint LRES/Conservation-UWEX meeting on 5/12/15 to discuss options for the Land Conservation Department based on the study conducted by North Central Regional Planning Commission. Motion by Cushing/Mott to approve an LTE in the amount \$7,506 pending the outcome of the joint meeting of LRES and Conservation/UWEX on 5/12/15. Discussion followed. It was noted the purpose of the motion is to support hiring an LTE for the amount of \$7,506 unless another option is identified at the 5/12/15 meeting. All ayes; motion carried.

Review Options for Veteran's Service Office Committee/Commission: Hintz noted currently the Veteran's Service Office (VSO) reports to the Veteran's Service Commission (VSC). Following a joint Administration/LRES Committee meeting last week, there are thoughts this should be changed. Options include (a) forming a new committee of County Board supervisors, (b) assign VSO to an existing committee or (c) adjust the makeup of the VSC. Charbarneau contacted other counties regarding the issue. All options are used; however, the most common is to assign the VSO to an existing committee which was generally the Social Services Committee. It was felt this would be a good fit since the VSO already works with Social Services. It was noted, if the VSO is assigned to a standing committee, the duties for the Commission would be adjusted to statutorily assigned duties. Hintz would like to consider having the VSO report to the Social Services Committee. This would require an ordinance amendment by County Board. Lengthy discussion followed. Motion by Jensen/Cushing directing Corporation Counsel to draft an ordinance amendment regarding the Social Services Committee becoming the committee of jurisdiction for the Veteran's Service Department, which may include some changes to the duties of the Veteran's Service Commission. Lengthy discussion followed. All ayes; motion carried. The resolution will be reviewed at a future meeting.

Vouchers, reports, purchase orders and line item transfers:

County Clerk:

- Bartelt reviewed vouchers in detail. Motion by Jensen/Hintz to approve the County Clerk's vouchers as presented. All ayes; motion carried.
- Staff has contacted three printing companies for quotes to print county directories. Bartelt discussed issues with recent printer. Discussion followed. Motion by Jensen/Hintz to approve Northland Printing to print the county directory update pending approval from Corporation Counsel, and with the understanding Island Bay will be contacted. Discussion followed. All ayes; motion carried.
- As of 5/18/15 marriage license applications will be done online through the State Vital Records site.

Treasurer:

- Motion by Cushing/Mott to approve the Treasurer's vouchers as presented. All ayes; motion carried.
- Motion Cushing/Hintz to accept receipt of the 4/1/15 statement of cash. All ayes; motion carried.

- Ostermann opened bids received for environmental assessments of in-rem foreclosure properties. Bid results: MSA Professional Services, Inc. (Rhinelander) - \$475 per property, KPH Environmental Corporation (Milwaukee) - \$985 per property; K. Singh and Associates, Inc. (Waupaca) - \$950 per property. Motion by Cushing/Hintz to approve MSA for environmental screening bids at \$475 per property. All ayes; motion carried.

ITS:

- Roundtable introductions were held. Werner (Frontier Communications) was present to help explain billing issues and credit process which Grube discussed at last month's meeting. He felt there was some miscommunication during the telephone conversation last June. After much discussion with Grube (ITS), Frontier has agreed to issue a credit to Oneida County in the amount of \$11,346. Werner indicated an account credit is typically issued; however, because this is a unique situation, approval has been given to issue a check to Oneida County for the credit. Grube believes the credit is a fair compromise. Discussion followed. Committee thanked Werner for attending.
- Grube is considering retirement in January 2016 and will provide a six-month notice.
- Motion by Cushing/Jensen to approve ITS vouchers as presented. Discussion followed. All ayes; motion carried.
- Grube provided updated cost estimates for tablet devices for Supervisors as well as cost estimates for printing/paper. Discussion followed regarding devices, capabilities, initial and ongoing costs, and estimated cost savings by eliminating printing/postage/staff time. Lengthy discussion continued. Motion by Cushing/Hintz that tablets for the County Board Supervisors be included in the Capital Improvement Program evaluation process. Discussion followed. All ayes; motion carried.
- Grube presented capital improvement project requests (CIP) requests for 2016 only. She did not project further since she plans to retire and the new director may have different ideas. She also provided a list of potential ITS equipment and software needed and cost estimates for the next five years. Lengthy discussion followed regarding needs, funding, etc. She believes departments should be made aware of how much maintenance agreements costs to help determine need. Motion by Cushing/Hintz to accept the ITS Department's CIP projects as presented. All ayes; motion carried.
- Grube provided list of servers, when purchased and potential replacement dates. Discussion followed.

Finance:

- Motion by Cushing/Jensen to approve the Finance Department's blanket purchase orders and bills as presented. All ayes; motion carried.
- Sorenson provided general investment summary for period ending 3/31/15. She noted some financial institutions have contacted her and Ostermann offering better rates. Discussion followed.
- Motion by Cushing/Mott to approve line item transfers for Buildings and Grounds, ITS, Register of Deeds and Social Services as presented. All ayes; motion carried.

Public comment: None.

Items to be included on next agenda:

- Discussion was held regarding different sales tax that appears on Frontier Communication invoices. Werner will research and respond to Sorenson.

- Items for next agenda include explanation of tax items listed invoices from Frontier Communications, update on postage meter, distribution of specific ITS costs.
- Next meeting was scheduled for June 8, 2015 at 9:30 a.m.

Adjournment: Motion by Mott/Cushing to adjourn at 12:01 p.m. All ayes; motion carried.

Respectfully submitted,

Kerri Ison, Recording Secretary

David Hintz, Chair

Approved by Committee 6/8/15