

**Administration Committee
September 8, 2015
Minutes**

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

Others present: Brian Desmond (Corporation Counsel), Luann Brunette (Buildings & Grounds), Supervisor Billy Fried, Dave Noel and Pete Otis (OCEDC Broadband Committee), Roger Luce (OCEDC), Margie Sorenson (Finance), Dave Maccoux (Schenck & Associates), Mary Bartelt (County Clerk), Kris Ostermann (Treasurer), Lynn Grube (ITS), and Kerri Ison (recording secretary).

Call to order: Chairman David Hintz called the meeting to order at 1 p.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 Cushing/Paszak to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried.

Approve minutes: Motion by Paszak/Mott to approve the minutes of 8/10/15 as presented. All ayes; motion carried.

Out-of-state/out-of-county travel: None.

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

- Desmond presented Focus on Energy grant contract for retro-commissioning projects at the Law Enforcement Center. The County Risk Manager recommended a waiver of insurance be granted. Motion by Paszak/Jensen to approve the insurance waiver as presented by Corporation Counsel for the Focus on Energy grant. Discussion followed. All ayes; motion carried.

Law Enforcement Center (LEC) Retro-commissioning project: Fried and Brunette were present to discuss the retro-commissioning of systems at the LEC. Buildings and Grounds wishes to apply for a Focus on Energy grant to receive incentives for updating the systems and realize annual cost savings. Grumman/Butkus Associates were contracted to conduct an energy study at several of the county buildings, including the LEC. The cost of the study was \$12,000 and the Focus on Energy (FOE) grant will pay for 75% of that cost. Brunette provided a handout detailing facility improvements along with costs, incentives from FOE and paybacks. Cost for the project is estimated at \$301,636. FOE will provide \$58,938 in incentives following implementation and a follow up project audit. The investment should also provide an estimated annual savings of \$55,000 on utility costs at the LEC. Payback on the retro-commission project is estimated at 5 1/2 years. Discussion followed.

It was noted the Buildings and Grounds Committee heard an entire presentation by Grumman/Butkus and feel this project should be done as soon as possible. They felt this project could take priority over system updates at the Health and Aging building as energy costs are much higher at the LEC and more efficiencies can be realized by this project. Fried requested use of general fund money by resolution. Lengthy discussion followed. The Administration Committee felt it should be dealt with as a Capital Improvement Program project at budget time. Additional cost to the CIP is approximately 42,700 by switching projects and updating the Health and Aging building in 2017.

Wisconsin Public Service Commission (WPSC) Broadband Grant: Dave Noel and Pete Otis, representatives of the OCEDC Broadband Committee, were present to provide an update on the county-wide broadband project. They were asked to bring updates on number of customers, service quality and marketing efforts on a regular basis to the Administration Committee.

The PSC grant received was spent on a pilot project installing WiMax hardware on three existing towers in the Minocqua area. After research, the committee concluded a modern, wireless system is needed to provide county-wide service by installing technology on 17 towers, which would serve 29,000 (93%) of homes. Recommendation is to upgrade to a new 4th generation technology known as "LTE". They believe the demand for reliable broadband is there, citing a UW Whitewater study which indicates non-residents would spend an additional 37 days per year at their second home, thus increasing sales tax revenue in the county. A map was providing showing service areas. Cost for a county-wide system is estimated at \$1 million over four years. Funding plan is contingent on receive grants for PSC and matching funds.

The Broadband Committee would like to apply for another PSC grant (deadline is 9/30/15) which requires matching funds and requested a contribution from Oneida County in the amount of \$100,000. Cushing voiced his displeasure of service provided in the Hazelhurst area, which was included in the pilot project. Discussion followed regarding competition, cost, benefits, upgrades, grant funding, new technology, and request for funding, etc. Committee thanked Otis and Noel for their report.

2014 Oneida County audit presentation by Schenck and Associates: Maccoux, Schenck and Associates, reviewed annual financial report and management communications for 2014. Discussion was held on items as report was reviewed. There were no items of deficiency found in reporting, compliance or internal controls and the County has shown consistent operating results. Maccoux noted additional disclosures regarding the WI Retirement System will be included in the 2015 report. Motion by Jensen/Paszak to accept the Oneida County financial report for 2014. All ayes; motion carried.

Sheriff's Department ITS proposal: Proposal no longer on the table.

Vouchers, reports, purchase orders and line item transfers:

Treasurer:

- Motion by Hintz/Mott to approve the Treasurer's proposed 2016 budget. All ayes; motion carried.
- Motion by Mott/Paszak to approve the vouchers for the Oneida County Treasurer. All ayes; motion carried.
- Motion by Jensen/Paszak to accept the statements of cash for July and August. All ayes; motion carried.

County Clerk:

- Motion by Jensen/Hintz to approve the Clerk's bills and purchase orders as presented. All ayes; motion carried.
- Motion by Hintz/Paszak to approve the Clerk's line item transfers as presented. All ayes; motion carried.
- Bartelt presented 2016 budget for review. She is currently in process of getting quotes for property and liability insurance. Local Government Property Insurance premiums are estimated to increase approximately 56% and WI County Mutual estimating up to a 30% increase. Figures presented in the budget include a 20% across-the-board increase over 2015 figures. She also noted the worker's compensation experience mod has gone up to 1.12 due to claims in 2014 (50% increase)—mod is based on prior three years of claims. Lengthy discussion followed. Sorenson strongly suggested that the County's Risk Management company make the comparison of insurance quotes. Motion by Jensen/Paszak to approve the County Clerk's budget and insurance/risk management budget with the understanding the Clerk will continue work on obtaining quotes for insurance. Discussion followed. All ayes; motion carried.

ITS:

- Motion by Hintz/Paszak to approve the ITS vouchers. All ayes; motion carried.
- Grube provided handout regarding hardware/software maintenance costs broken out by departments. Currently all costs are covered by the ITS departmental budget and includes \$93,000 in maintenance fees for Sheriff's Department, which is a \$6,000 increase over last year. She noted this increase will continue each year. Grube noted the continuing appropriation account that helps cover these costs will have a balance of \$5,000 at the end of the year, meaning an increase in tax levy dollars will be requested for 2017. Discussion followed regarding charging increases back to the departments. Lengthy discussion followed.
- Grube reviewed 2016 proposed budget and continuing appropriation balances. Discussion followed. Grube voiced concern that the CIP Committee did not recommend funding for replacement of laptops in the squad cars in 2016. There are no plans to take Citrix to cars due to lack of strong internet connectivity and Grube feels XP is a security

risk in the cars. She cautions that at some point the Crime Information Bureau will insist on removal of XP in the squad cars. It would be proactive to replace a number of laptops each year instead of all at one time. Discussion followed. Motion by Jensen/Hintz to approve the ITS 2016 budget as presented. All ayes; motion carried.

Finance:

- Motion by Jensen/Paszak to approve the bills and vouchers for the Finance Department. All ayes; motion carried.
- Sorenson presented general investment summary for the period ending 7/31/15.
- Motion by Hintz/Mott to approve the 2016 budget for the Finance Department as presented. All ayes; motion carried.
- Motion by Jensen/Paszak to approve line item transfers for Finance, Social Services, Department on Aging, Public Health, Emergency Management, Register of Deeds and Land Conservation. All ayes; motion carried.

Accounts receivable policy: Sorenson provided credit card policy and reviewed in detail. She noted only four departments are interested in getting a credit card at this time. Discussion followed. Motion by Mott/Paszak to approve the revised credit card policy prepared 7/14/15. All ayes; motion carried.

Resolution for line item transfers: Motion by Hintz/Paszak to approve the resolution for line item transfers as presented. All ayes; motion carried.

Public comment/communications: None.

Items for next agenda:

- Budget hearings: 10/6-7-8/15 @ 8:30 a.m.
- Regular meeting: 10/12/15 @ 9:30 a.m. Agenda items: Actuary presentation, budget cleanup.

Adjournment: Motion by Jensen/Paszak to adjourn at 4:25 p.m.

Respectfully submitted,

Kerri Ison, Recording Secretary

David Hintz, Chair