

**Administration Committee  
September 10, 2012  
Minutes**

**Committee members present:** Chair David Hintz, Jerry Shidell, Sonny Paszak, and Denny Thompson. Excused: Ted Cushing.

**Others present:** Kris Ostermann, Mary Bartelt, Dee Allen, Al Bowman, Sheriff Jeff Hoffman, Jackie Cody, Supervisor Candy Sorenson, Margie Sorenson, Dave Maccoux (Schenck SC) and Kerri Ison.

**Call to order:** Chairman Hintz called the meeting to order at 9 a.m. in Committee Room #2 of the Oneida County Courthouse noting the meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting Law.

**Approve agenda:** It was noted an amended agenda was posted at 8:15 a.m. today to include the Opening of bids for 2012 In Rem Foreclosures as the bid opening was advertised with the media. Motion by Shidell/Thompson to approve the amended agenda with the order of items at the Chair's discretion, pending legal input regarding the emergency posting of the agenda. All ayes; motion carried.

**Approve minutes:** Motion by Paszak/Thompson to approve the minutes of 8/16/12 as presented. All ayes; motion carried.

**Public comment:**

- Jackie Cody, Town of Newbold resident, spoke in support of providing wireless Internet access on all floors of the Oneida County Courthouse so that the public can work expeditiously. It is a public building and she believes the cost of providing access is minimal compared to the goodwill that can be gained by offering this service.
- Candy Sorenson, District #18 Supervisor, spoke in support of wireless Internet access on first floor. She noted numerous meetings are held on first floor including committee meetings, in-services, voter inspections, year-end auditing, etc. She also spoke in favor of County Board Supervisors using IPADs to help save on cost of paper/copies, personnel time and postage.

**Open bids for 2012 In Rem Foreclosures:** Bartelt spoke with Corporation Counsel regarding the emergency posting of the agenda -- there is no case law regarding what constitutes an emergency. Committee felt that since the bid opening was advertised, the process should commence today. Bartelt opened the bids for the 2012 In Rem Foreclosures title search work: Oneida Title and Abstract - \$100 per parcel; Shoreline Title Services - \$60 per parcel. Ostermann noted both companies have previously provided this service without issue. Motion by Shidell/Paszak to accept the bid of \$60 per parcel submitted by Shoreline Title Services. All ayes; motion carried.

**Waivers of insurance:** None.

**2011 Audit Report presentation:** Dave Maccoux, Schenck SC, reviewed the annual audit report for the year ending 12/31/11. Staff did not find any deficiencies in internal control and believe the County's systems are operating very well. Unassigned balances are approximately 33% of the general fund balance indicating a good financial position entering the 2012 budget cycle. He noted the Highway Department had small operating losses for the past two years and recommended continued monitoring of this fund. The auditors appreciated the cooperation of county staff with the auditing process. Discussion followed. This report will also be presented to the County Board. Motion by Thompson/Paszak to accept the annual audit report for the period ending 12/31/11. All ayes; motion carried.

**Tribal Concerns Committee:** Al Bowman, Vilas County Board Supervisor, attended to share his experiences as Chair of the Vilas County Tribal Concerns Committee (TCC). Roundtable introductions were held. Hintz reviewed the background of this issue in Oneida County. The Vilas County TCC is comprised of seven members: five from Vilas County and two tribal members representing law enforcement, social services, roads and the wellness drug program. Bowman believes it is one of the most important committees in Vilas County as it represents two government entities working together through open communication. He shared a sample monthly meeting agenda as well as a report from the Sheriff's Department and the Juvenile Intensive Supervision program. He noted there are approximately 120 students from Lac du Flambeau attending Lakeland Union High School in Oneida County. Vilas County supervisors are paid per diem and Tribal representatives are paid by the Tribe. Discussion followed. Value of a joint county committee was discussed. Allen felt consolidation would be more efficient but agendas could get lengthy. Bowman believes increased involvement leads to better control over shared issues and he welcomes additional representation from Oneida County. Lengthy discussion followed. Allen noted it would be an effort in open communication to have regular representation and offered to do additional research to see how the Tribe is currently involved with Oneida County issues. Committee thanked Bowman and Allen for attending.

**Humane Society donation:** Representatives from the Oneida County Humane Society attend the last meeting and requested funding assistance from Oneida County. Shidell requested a specific line item be added to the 2013 budget in the amount of \$46,000 to assist with the operation of the shelter. Per Corporation Counsel it is legal for the County to make a donation to any reputable organization. Motion by Shidell/Thompson requesting a \$46,000 line item donation be placed in the 2013 budget for the Oneida County Humane Society. Lengthy discussion followed. All ayes; motion carried.

**2013 budget process:** Sorenson provided an overview of the budget schedule and preliminary analysis of the 2013 budget process using figures prior to departmental budget submissions. Discussion followed. Hintz asked that supervisors work the budget hard at the committee level so that ideas can be discussed prior to County Board floor.

Hintz attended an Act 10 meeting and shared ideas of how other counties are cutting budgets. Discussion followed.

## **Vouchers, reports, and purchase orders:**

### County Clerk:

- Motion by Paszak/Thompson to approve the vouchers presented by the Oneida County Clerk. All ayes; motion carried.
- Oneida County will be receiving a \$35,000 refund in worker's compensation premiums due to low claims. Hintz would like to see a safety performance report implemented for departments. Bartelt believes more safety training is needed.
- Bartelt reviewed the proposed 2013 budget in detail for the Oneida County Clerk and property/liability insurance. Discussion followed. Motion by Paszak/Thompson to approve the 2013 budgets for the Oneida County Clerk as presented. All ayes; motion carried.

### Treasurer:

- Motion by Shidell/Paszak to approve the vouchers presented by the Treasurer. All ayes; motion carried.
- Ostermann reviewed statement of cash account for period ending 8/31/12.
- Ostermann reviewed the Treasurer's proposed 2013 budget in detail. Motion by Shidell/Paszak to approve the 2013 budget for the Treasurer. All ayes; motion carried.

### Finance:

- Motion by Shidell/Thompson to approve the blanket purchase orders and vouchers for the Finance Department as presented. All ayes; motion carried.
- August general investment report is unavailable at this time.
- Sorenson reviewed the Finance Department's proposed 2013 budget in detail. Motion by Paszak/Thompson to approve the 2013 budget for the Finance Department as presented. All ayes; motion carried.

### ITS:

- Motion by Paszak/Thompson to approve the ITS vouchers as presented. All ayes; motion carried.
- Hintz noted Jackie Cody and Candy Sorenson spoke in favor of expanding wireless Internet connectivity in the Courthouse during Public Comment. Grube indicated the cost to expand access to the first floor conference room and media room is approximately \$1,500. Discussion followed. Motion by Thompson/Paszak to approve the expansion of wireless connectivity to the first floor as requested. All ayes; motion carried.
- Grube reviewed the process of connecting the Courthouse to the new Health and Aging Building. She reported connection has been completed at a cost of approximately \$50,000 with excellent speed. The Department on Aging has also been connected to this line and the Frontier DSL has been discontinued. Voice Over IP should be implemented in 2013.
- Grube presented reclassification request for Computer Technician/Application Specialist position with a fiscal impact of \$2,821 effective 01/01/13. Lengthy discussion followed. Motion by Shidell/Paszak to forward the reclassification request to LRES as presented. Discussion followed. Roll call vote: Paszak-nay; Thompson-nay; Hintz-nay; and Shidell-nay. Motion failed.
- Grube reviewed the ITS proposed 2013 budget in detail. There is flexibility within the ITS budget to save or spend early to maximize purchasing power. Lengthy discussion followed. Motion by Thompson/Shidell to accept the 2013 proposed budget for ITS. All ayes; motion carried.

- Motion by Thompson/Paszak to approve the line item transfers as presented. All ayes; motion carried.
- Grube introduced Jason Rhoades, newly hired network analyst. Committee welcomed him aboard.

**Line item transfers:** Sorenson presented line item transfers for the Department on Aging, Social Services, Forestry, Sheriff's Department, ADRC, Emergency Management and Public Health. Motion by Paszak/Thompson to approve the line item transfers as presented. All ayes; motion carried.

**Resolution for line item transfers:** Motion by Paszak/Thompson to approve the resolution for line item transfers and forward to County Board for approval. All ayes; motion carried.

**Tabled items:** Courier service, out-of-county travel, Efficiency Team report.

**Items for next agenda:** The next regular meeting will be held on 9/27/12 at 9 a.m. Budget hearings will be held 10/8-9-10/12. Items for the next agenda include: budget process, courier service, out-of-state travel, Tribal Concerns Committee and Efficiency Team report.

**Adjournment:** Motion by Shidell/Thompson to adjourn at 12:47 p.m. All ayes; motion carried.

Respectfully submitted,

---

Kerri Ison, Recording Secretary

---

Dave Hintz, Chair