

**Administration Committee**  
**January 10, 2013**  
**Minutes**

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

**Others present:** Melodie Gauthier and Mary Bartelt (County Clerk), Linda Conlon (OCHD), Kris Ostermann (Treasurer), Margie Sorenson (Finance), Robert Scharmer (United Mailing Service), Lynn Grube (ITS), Marcus Nesemann (Northwoods River News), and Kerri Ison.

**Approve agenda:** Motion by Shidell/Thompson to approve the agenda with the order of items at the discretion of the Chair. All ayes; motion carried.

**Approve minutes:** Motion by Thompson/Paszak to approve the minutes of 10/10/12 and 12/5/12 as presented. All ayes; motion carried.

**Waivers of insurance:** Linda Conlon presented waivers of insurance for the following State of WI programs: WIC grant, reproductive health program, consolidated contract (includes lead, fluoride, maternal child health, prevention programming, immunization and well woman programs). Corp Counsel and the County's risk manager have reviewed the contracts. Discussion followed regarding programs and grant monies. Motion by Paszak/Thompson to approve the waivers of insurance as requested. All ayes; motion carried.

**Out-of-state travel/out-of-county travel requests:** Hintz requested out-of-county travel to Madison to attend the Legislative Exchange Session on 2/5-6/13. Motion by Paszak/Thompson to approve the out-of-county travel as requested. Three ayes; one abstained. Motion carried.

**Vouchers, reports and purchase orders:**

County Clerk:

- Bartelt reviewed expenses. Motion Thompson/Paszak to approve the personal expense vouchers as presented. Motion carried; all ayes. Bartelt reviewed vouchers which totaled \$21, 643.65. Motion by Shidell/Thompson to approve the vouchers as presented. All ayes; motion carried.

**Mail processing alternatives:** Rob Scharmer, United Mailing Service, Inc. (UMS) was present to discuss mail processing alternatives and potential cost savings for the County. UMS is a pre-sort mail vendor which services 145 clients in north central/central Wisconsin, processing 150,000 pieces of first-class mail per day at the Wausau Branch and two million pieces per day, statewide. UMS staff picks up first class mail from each customer and co-mingles all pieces into one large mailing at the end of

the day. This completes the first several processing steps typically done at the post office; providing work share discounts to UMS through the USPS. This enables UMS to provide discounts to their customer base. All mail is processed the same day and can be taken to the Wausau mail facility until 11:30 p.m. Scharmer noted UMS has a 100% customer retention rate.

Scharmer noted that if the current Postal Service plan comes to fruition, beginning in 2/2014, mail that is not presorted will not be delivered overnight and the standard delivery time will be two days. The Wausau Mail plant may also become a hub with unloading in Green Bay. UMS has a facility in Green Bay so service would still be available but there may be changes in drop time. Discussion followed.

Bartelt spoke with Scharmer in detail about the service; spoke with Marathon County, who indicated they are happy with UMS; and is interested in trying UMS. Staff duties will remain the same, but instead of taking mail to the outside box by 3 p.m., UMS staff will pick up the mail at the Courthouse and deliver it to their Wausau facility for pre-sorting. Bartelt also noted that any non-stamped mail received at the Wausau facility will not be returned to the Courthouse, but will be posted by UMS and processed the same day—postage cost will be charged back to the County.

Scharmer provided a cost analysis for Oneida County using figures provided by the County Clerk's office. Based on the current volume of out-going mail, Oneida County could realize an approximate savings of \$9,500 per year. Bartelt noted UMS does not require a contract, but uses a one-page customer agreement. Sorenson suggested receiving a legal opinion from Corporation Counsel. Discussion followed.

Motion by Thompson/Shidell directing the County Clerk to pursue the legal aspects of moving forward with a contract with UMS and bring it back for final approval. Discussion followed. All ayes; motion carried.

Treasurer:

- Statement of cash: Ostermann reviewed statement cash for the period ending 12/31/12. Discussion followed.
- Affidavit of Cancelled Tax Certificates: Ostermann presented cancellation of tax certificates for the year 2000 for four parcels. The County will not foreclose on these properties as one is a road, one is a cemetery on a property and the remaining two parcels have environmental issues. After 11 years of non-payment, the taxes must be written off per state statute. If properties are sold, the new buyer would need to 11 years of taxes including penalties and interest. Discussion followed.
- Vouchers: Ostermann reviewed expense vouchers in detail. Motion by Paszak/Thompson to approve the vouchers as presented. All ayes; motion carried.

Finance:

- Sorenson presented blanket purchase orders and vouchers for approval. Motion by Thompson/Paszak to approve the bills for the Finance Department as presented. All ayes; motion carried.
- Sorenson reviewed the general investment report for the period ending 12/31/12.
- Sorenson reviewed the Finance Department's long range plan. Discussion followed. Motion by Paszak/Thompson to accept the long-range plan as presented by the Finance Department. All ayes; motion carried.

**Line item transfers:** Sorenson reviewed 2012 line item transfers for Various Elected Officials, Social Services, Department on Aging/Public Health Building Construction, Buildings and Grounds, Health Insurance, Forestry, Department on Aging, Public Health, Emergency Management, Sheriff's Department, ADRC of the Northwoods, Land Information, and Register of Deeds. She also presented a 2013 line item transfer for the Sheriff's Department. Motion by Thompson/Paszak to approve the line item transfers as presented. All ayes; motion carried.

**Resolution for line item transfers:** Motion by Shidell/Thompson to forward the resolution for line item transfers as presented. All ayes; motion carried.

ITS:

- Grube reviewed vouchers and discussed the contract with Trimin to upgrade the current land tract program used in Register of Deeds and Land Information Office. Motion by Paszak/Shidell to approve the ITS vouchers as presented. All ayes; motion carried.
- Grube reviewed line item transfers for ITS. Motion by Thompson/Paszak to approve the line item transfers presented by ITS. All ayes; motion carried.
- Goals were reviewed at the December meeting.

**Large assembly fee:** Shidell noted there was consideration given to the implementation of a large assembly fee a few years ago, but there were concerns about singling out particular individuals and potential legal issues. He feels when large groups assemble it generates costs to the County (i.e. Sheriff's Department). He realizes that additional visitors provide revenue for the county (i.e. sales tax revenue). However, because of the nature of large events, such as Country Fest, the County incurs additional expenses (i.e. law enforcement services. He suggested billing these events a flat fee or adding additional fees ticket prices.

Paszak noted there other events such as Beef-o-rama or the motorcycle rally that cause additional expenses for the County as well. However, businesses in the area realize additional profits from such events (i.e. stores, lodging, gas stations, etc.). He feels it is important to have these events as they support the local economy and also benefit local

clubs/organizations that assist with the festival. He is not supportive of implementing a large assembly fee.

Thompson noted past discussions were held with Hodag Fest owners and they were adamantly against a large assembly fee as they felt they can handle their own security. He, also, is not in support of the large assembly fee.

Shidell noted other events are held on public property but the Hodag Fest is held on private property. Oneida County provides a service to a special event that isn't provided to others and he believes Oneida County should try to recoup some of those expenses. Lengthy discussion followed. It was felt that additional information on what other counties do and a comparison list of events/criteria will help make a decision.

**Efficiency Team report:** Shidell suggested that non-time sensitive mail not be mailed and put into supervisor's slots. Discussion followed. Item will be added to next Administration Committee agenda. Discussion was also held on the potential efficiency of morning mail delivery.

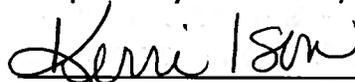
**Public comment/communications:** None.

**Items to be included on the next agenda:** Status of ambulance accident, safety program update, mail processing contract, large assembly fee and Oneida County mailings.

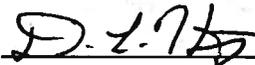
The next Administration Committee meeting will be held on 2/11/13 at 10 a.m.

**Adjournment:** Motion by Shidell/Thompson to adjourn at 3:23 p.m. All ayes; motion carried.

Respectfully submitted,



Kerri Ison, Recording Secretary



David Hintz, Chair