

Administration Committee
April 8, 2013
Minutes

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

Others present: Joe Brauer (Airport), Roger Luce (OCEDC), Mary Bartelt (County Clerk), Kris Ostermann (Treasurer), Margie Sorenson (Finance), Lynn Grube (ITS), Mike Fugle (Corporation Counsel), Mike Romportl (Land Information), Billy Fried, Luann Brunette (B&G), Marcus Neseemann (River News) and Kerri Ison.

Call to order: The meeting was called to order at 9:30 a.m. by Chairman Hintz 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: Motion by Paszak/Thompson to approve the agenda with the order of items at the Chair's discretion. All ayes; motion carried.

Approve minutes: Motion by Shidell/Paszak to approve the minutes of 3/4/13 and 3/18/13 as presented. All ayes; motion carried.

Vouchers, reports, purchase orders and line item transfers:

County Clerk:

- Bartelt reviewed expense vouchers and blanket purchase orders in detail. Discussion followed regarding coding of ballots. Motion by Thompson/Paszak to approve the Clerk's vouchers as presented. All ayes; motion carried.

Treasurer:

- Ostermann reviewed expense vouchers in detail. Motion by Shidell/Thompson to approve the Treasurer's vouchers as presented. All ayes; motion carried.
- Ostermann reviewed statement of cash account. Discussion followed.

Finance:

- Motion by Paszak/Thompson to approve the bills from the Finance Department as presented. All ayes; motion carried.
- Sorenson reviewed the 2012 line item transfers for the Forestry Department and Social Services and the 2013 line item transfers for Buildings and Grounds, Emergency Management, Public Health, Department on Aging and Social Services. Motion by Thompson/Paszak to approve the line item transfers as presented. Discussion followed regarding the cost/benefits of receiving grant funding, grant funded positions and administration of grants. All ayes; motion carried.
- Sorenson reviewed the statement of cash account the period ending 2/28/13.
- Sorenson provided resolution for 2012 line item transfers to be forwarded to County Board for approval.
- Sorenson provided resolution regarding overdrawn accounts for the Clerk of Courts office. Discussion followed. Motion by Paszak/Thompson to forward to County Board for approval. All ayes; motion carried.

ITS:

- Grube reviewed expenses and line item transfer for ITS. Motion by Shidell/Paszak to approve the vouchers and line item transfers for ITS as presented. All ayes; motion carried.
- Shidell questioned Grube regarding the possibility ITS staff coding the ballot machines instead of paying a separate vendor. Grube is unsure of the legalities but will do some research and report back at a later date.

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

Consider and approve County Risk Managers recommendations concerning insurance requirements in various contracts:

- Geodetic Service Contract: Romportl explained this would piggyback on a DOT contract for establishing latitude, longitude and elevation on concrete monuments along DOT corridors, thus increasing the accuracy of current GPS data. The work would be done in conjunction with DOT and doing so will provide a significant cost savings to the County instead of hiring a separate contractor. The County's Risk Assessor recommended professional liability insurance, however Romportl doesn't believe the scope of service was fully understood. DOT will review data and the likelihood for error is minimal and Land Information staff can review this information easily. Romportl recommended the waiver for professional insurance be approved. Risk manager accepted the contractor other insurances. Motion by Paszak/Thompson to approve the waiver of professional insurance for the Geodetic Services contract as requested. Discussion followed. All ayes; motion carried.
- Land Conservation/AIS: The AIS Program would like to participate with the RHS school work experience program. Fugle noted the School District has sufficient insurance coverage. Motion by Shidell/Paszak to approve the waiver of insurance as presented. All ayes; motion carried.
- Security Health plan charitable donation: Security Health is making a donation to the Oneida County Health Department. The Administration Committee must approve receipt of the donation. Motion by Shidell/Thompson to waiver the insurance requirements as requested. All ayes; motion carried.

Airport Aid Resolution: Brauer submitted resolution petitioning the Secretary of Transportation for Airport Improvement Aid. This funding would be used to help offset costs of the storm water management plan, purchase of tractor and mower for wildlife management and terminal renovation (roof, HVAC, windows, etc). Discussion followed. Motion by Paszak/Thompson to approve the airport funding resolution as presented and forward to County Board for approval. All ayes; motion carried.

Resolution in support of "Northwoods Multi-County Revolving Loan Funds": The state is mandating counties to consolidate their individual revolving loan funds into regional funds. At this time the state will not provide additional funding to individual funds once depleted and those who have balances will need to return a percentage of their unused balance each year. Luce submitted request from the OCEDC Board and Grow North to create a Northwoods revolving loan fund with seven Northwoods counties, instead of putting Oneida County into a 10-county region south to Juneau County. The proposed multi-county group would have one administrator and the current funds will be housed into one pool and the state

will not force the return of funds if not spent. Each County could still grant up to a \$250,000 loan immediately with larger requests requiring approval from the representatives from the pool. Lengthy discussion followed. Motion by Thompson/Paszak to move forward the resolution to full County Board for their consideration. Ayes-three; nay-one. Motion carried.

Ordinance Amendment—County Code Section 3.09: Fugle submitted ordinance amendment regarding the bidding process for work projects, purchases, etc. The amendment removes excess language, requiring items to be bid only when the State requires it. It was noted the Committee did not receive a copy prior to meeting. Lengthy discussion followed. Item tabled to give Committee time to review the information.

Timing of County meetings: Hintz noted there were many comments regarding times of county meetings at the last County Board meeting. He suggested the Administration Committee amend the County Code to specify the time of the monthly County Board meetings and that a time change could be made at the Chair's discretion. Shidell would like to see some provision giving that authority to a majority vote of the County Board, instead of just the Chair. Discussion followed. Motion by Shidell/Thompson instructing Corporation Counsel draft an ordinance amendment addressing standard meeting times for the County Board. All ayes; motion carried. Hintz will work with Corporation Counsel to draft this ordinance amendment.

2014 budget process:

- Hintz reviewed ideas discussed at the last meeting. It was the consensus of the Administration Committee that Hintz provide a brief informational overview at the next County Board meeting.
- As directed, Sorenson drafted a letter from the Administration Committee regarding 2014 budget priority items and suggested improvements to the budget process. Committee reviewed the letter which will be sent to County Board Supervisors, Department Heads and County Agencies. Lengthy discussion followed regarding levy limits, revenue caps, guidelines and departmental budget priorities. Motion by Shidell/Thompson to sign and send the letter as drafted. All ayes; motion carried.

Updates: UMS mail contract has been signed.

Efficiency Team update: None.

Public comments/communications: Brauer voiced his support of the proposed revisions to the budget process.

Closed session: Motion by Thompson/Shidell to move into closed session pursuant to Section 1985(1) (e) & (g) for the purposes of (1) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session & (2) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning the strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Airport Office Space Lease). Roll call vote: Paszak-aye; Shidell-aye; Thompson-aye; Hintz-aye. Motion carried.

Motion by Shidell/Thompson to return open session. Roll call vote: Hintz-aye; Paszak-aye; Shidell-aye; Thompson-aye. Motion carried.

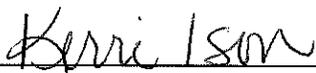
A motion was made and passed in closed session authorizing Buildings & Grounds to proceed with lease negotiations with the Airport for UW-Extension and Land & Water Conservation office space.

Items for next agenda: Ordinance Amendment 3.09; update on airport lease; budget process.

The next regular Administration Committee meeting is scheduled for 5/6/13 at 9:30 a.m. in Committee Room #2.

Adjournment: Motion by Thompson/Paszak to adjourn at 12:13 p.m. All ayes; motion carried.

Respectfully submitted,



Kerri Ison, Recording Secretary



David Hintz, Chair