

Administration Committee
May 6, 2013
Minutes

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

Others present: Mary Bartelt (County Clerk), Kris Ostermann (Treasurer), Lynn Grube (ITS), Margie Sorenson (Finance), Freeman Bennett (Solid Waste/Highway), Roger Luce (OCEDC), Brian Desmond (Corporation Counsel) 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.

Approval of agenda: Motion by Paszak/Thompson to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried.

Approval of minutes: Motion by Thompson/Paszak to accept the minutes of 04/08/13 as presented. All ayes; motion carried.

Vouchers, reports, purchase orders and line item transfers:

County Clerk:

- Bartelt reviewed personnel expenses and vouchers in detail. Motion by Paszak/Cushing to approve the vouchers and blanket purchase orders as presented. All ayes; motion carried.
- Discussion was held regarding hiring an outside vendor to code ballot machines versus having ITS staff complete the task. Cost and public perception of having the machines coded in-house were discussed. Motion by Paszak/Thompson to continue to use Command Central to program and maintain the voting machines. All ayes; motion carried.
- Motion by Cushing/Paszak authorizing the County Clerk to attend the WI County Clerk's meeting June 23-26, 2013 in Door County. All ayes; motion carried.

Treasurer:

- Motion by Thompson/Cushing to approve the Treasurer's vouchers as presented. All ayes; motion carried.
- Motion by Cushing/Thompson to accept the statement of cash for the period ending 4/30/13 as presented. All ayes; motion carried.
- Discussion was held regarding the Treasurer's top two 2014 budget priorities (enhance Pie-on-the-web and calculating future penalty and interest on tax delinquent parcels). Motion by Cushing/Thompson to approve both of the 2014 budget priorities as presented and directed the Treasurer to build this into their 2014 budget. All ayes; motion carried.
- Ostermann reported that two sets of banks recently merged resulting in a new name for each. Desmond suggested a resolution be drafted allowing the Treasurer to make deposits to the successor or assigns of these financial institutions that merge. Motion by

Cushing/Thompson to approve the resolution regarding Oneida County depositories and list as a consent agenda item for county board. All ayes; motion carried.

- Discussion was held regarding MSA continuing to provide environment assessment services for parcels in foreclosure. MSA has been doing these assessments for at least five years and the Treasurer is happy with their service. Motion by Cushing/Thompson to accept MSA to complete the environmental assessments at a cost of \$490 for each parcel. All ayes; motion carried.

ITS:

- Grube reviewed list of expenses in detail. Motion by Cushing/Paszak to approve the vouchers as presented. All ayes; motion carried.
- Motion by Cushing/Thompson to approve the line item transfer as presented. All ayes; motion carried.
- Discussion was held regarding top two 2014 budget priorities for the ITS Department (Voice over IP and expand Citrix system). Motion by Thompson/Paszak to support the two budget priorities presented by ITS. All ayes; motion carried.

Finance:

- Sorenson reviewed list of expenses and blanket purchase orders. Motion by Cushing/Paszak to approve the vouchers and blanket purchase orders as presented by Finance. All ayes; motion carried.
- Sorenson reviewed general investment summary for the period ending 3/31/13. Motion by Cushing/Paszak to accept the investment summary as presented. All ayes; motion carried.
- Northwoods Saves is a program that provides money management services, including foreclosure mediation and home buyer education classes to private individuals. The program started in 2001 and is funded through donations and grants with Oneida County being the fiscal administrator. Northwoods Saves has become a 501(c)(3) and now wishes to maintain their own financing. Motion by Paszak/Thompson to withdraw Northwoods Saves donated funds as requested. All ayes; motion carried.
- Motion by Thompson/Paszak to forward the resolution for line item transfers on to County Board for approval. All ayes; motion carried.
- Motion by Thompson/Cushing to approve the line item transfers for Register of Deeds, Social Services and Department on Aging as presented. All ayes; motion carried.

Out-of-county travel requests: Nothing additional.

Oneida County revolving loan to Custom Caretaking & Landscaping LLC: Roger Luce, OCEDC, requested approval for a loan to Custom Caretaking and Landscaping LLC to build a new facility and job expansion. The business is located in Vilas County; however, most of their customers reside in Oneida County. The state has also placed a moratorium on funding. Discussion followed. Motion by Paszak/Cushing to approve the loan to Custom Caretaking and Landscaping, LCC. Ayes- three; abstained-one. Motion carried.

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

- The waste hauler contract was approved at the Solid Waste/Buildings and Grounds Committee today. It is anticipated the hauler will sign the contract today. Motion by

Cushing /Paszak to approve the insurance limits as presented for the contract between the County and private hauler of municipal waste. All ayes; motion carried.

- The Health Department wants to use the Cribs for Kids trademark for the local Cribs for Kids program. Motion by Thompson/Cushing to grant the waiver of insurance for the Cribs for Kids program. All ayes; motion carried.

Consider and approve a resolution offered by the Solid Waste and Buildings and Grounds Committee, to allow the Solid Waste Department to purchase two semi-trailers for the hauling of municipal solid waste: Corporation Counsel feels this resolution should be presented as the purchase of trailers must take place by 07/01/13. Motion by Cushing/Thompson to approve the resolution to purchase two trailers for hauling of municipal solid waste not to exceed \$80,000 and forward to County Board for approval. All ayes; motion carried.

Improvements to 2014 budget process: Hintz noted a memo was provided to all county board supervisors, department heads and county agencies to submit two top priorities for the 2014 budget year as well as a list of ideas to improve the budget process. Priorities should be submitted to the Finance Department by 5/20/13 and a list of top five priorities will be developed. Discussion was held regarding scheduling a county board meeting to discuss these priorities and direction for the 2014 budget. Motion by Paszak/Thompson to proceed with plans to hold a special County Board meeting on 7/16/13 at 9:30 a.m. to discuss budget direction and priorities. Discussion followed. Sorenson expressed concern regarding timing of getting budget letters out to department heads. All ayes; motion carried.

Approval of insurance for Almon Park Picnic Shelter project: Desmond noted the contractor insurance requirements have been approved by the County's Risk Assessor. Motion by Thompson/Paszak to approve the insurance limits for the Almon Park picnic shelter as presented. All ayes; motion carried.

Wentz denial of claim: Desmond noted the claim has been reviewed by Counsel and the County's insurance carrier and was recommended for denial. Discussion followed. Motion by Cushing/Paszak to approve the denial of claim for Judith Wentz as presented and list as a consent agenda item. All ayes; motion carried.

Ordinance Amendment-County Code 3.09 (Change in bidding requirements): Desmond noted the process is circular with the State Statutes and current County Ordinance in regards to bidding requirements. This ordinance amendment cleans up the language regarding bidding requirements. Discussion followed. Motion by Thompson/Cushing to approve cleaning up the language regarding the bidding process listed in County Ordinance 3.09 and list as a consent agenda item. All ayes; motion carried.

Consider resolution to allow flexibility of County Board meeting times: Discussion was held regarding a proposed resolution allowing flexibility of County Board meeting times. Corporation Counsel will draft a resolution for Committee consideration.

Closed session: Motion by Cushing/Paszak to adjourn into Closed Session pursuant to Section 19.85(1)(e) for the purposes of 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 (Actuary Contract). Roll call vote: Cushing-aye; Hintz-aye; Paszak-aye; Thompson-aye. Motion carried.

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

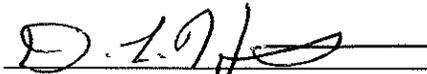
Motion by Cushing/Paszak authorizing Sorenson to proceed with the same person for the retiree health insurance actuarial contract. All ayes; motion carried.

Public comment: None.

Items for next agenda:

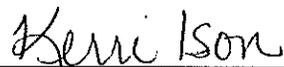
- The next meeting is scheduled for 6/10/13 at 9:30 a.m.
- Placement of public comments on committee and county board agendas.

Adjournment: Motion to adjourn by Cushing/Thompson at 11:12 a.m. All ayes; motion carried.



David Hintz, Chair

Respectfully submitted,



Kerri Ison, Recording Secretary