

Administration Committee
July 8, 2013
Minutes

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

Others present: Linda Conlon (Health Department), Lynn Grube (ITS), Brian Desmond (Corporation Counsel), Roger Luce (OCEDC), Marcus Nesemann (River News).

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 Cushing/Thompson to approve today's 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 6/10/13, 6/18/13 and 6/25/13 as presented. All ayes; motion carried.

Health Department software upgrade: Conlon and Grube were present to request funds from the general fund (per Finance Director's recommendation) to purchase an upgrade to the Health Department's healthcare accounting software as the current product is at the end of life. This software is used for billing purposes and records hours so they are charged to the proper accounts. Several programs have been explored and they both agree that an upgrade is the best option. Conlon discussed the options investigated. In addition to the current program options, the upgrade will include electronic health records and is HIPAA compliant and will bring accounting and billing together. Costs for other programs started at \$75,000 while the upgrade costs \$40,865. Shidell questioned the timing of the issue and why the Committee wasn't made aware of when the Department first discovered the program was going to end of life. Discussion followed regarding centralized IT costs and why costs are not charged to each individual department. Motion by Thompson/Cushing to forward the resolution to County Board for their approval. Discussion followed regarding implementation of the program so the value can be measured at year end. All ayes; motion carried.

Oneida County Revolving Loan to Palubicki Electric: Luce presented request for revolving loan to Palubicki Electric in the amount of \$20,000. The Company will be purchasing a lift truck to place commercial generators for cell towers in the Town of Pelican. Luce reviewed funding source information and future regionalization of the program. Motion by Paszak/Cushing to approve the revolving loan to Palubicki Electric as requested. Ayes: four, nay-one. Motion carried.

Closed session: Motion by Cushing/Paszak to enter 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. (Topic: Agreement with City [ABX & TIF District #6]) and pursuant to Wisconsin Statutes Section 19.85(1)(g), conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation

in which it is or is likely to become involved. A roll call vote will be taken to go into closed session. (Topic: Briggs Claim). Roll call vote: Cushing-aye; Shidell-aye; Paszak-aye; Thompson-aye; Hintz-aye. Motion carried.

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

- The Committee approved the Memorandum of Understanding and Development Agreement with the City of Rhinelander regarding use of TIF funds to fix the issue with the ABX site. Roll call vote: Cushing-aye; Shidell-aye; Paszak-aye; Thompson-aye; Hintz-aye. Motion carried.
- No action was taken regarding the Brigg's claim during closed session.

2013 Loss claims report – worker's compensation: Charbarneau reviewed worker's compensation report noting the most claims are from the Sheriff's Department and Highway Department. She noted a lot of training is done at the Highway Department based on common injuries and includes one-day training each year. Shidell requested all department heads and Chairs of Committees of Jurisdiction receive a copy of a monthly injury report to raise awareness and help promote safety. Charbarneau will bring a sample report to the next meeting before sending out to others.

Cushing excused at 10:50 a.m.

Contractor's equipment physical damage insurance: Bartelt noted County policy indicates snowmobile clubs are to be charged an amount equal to 10% of the value of their equipment for insurance coverage and only includes snowmobile club trail maintenance on County land. Currently the contractor's equipment premium is approximately \$667 per Club with the 2012 premium being approximately \$3,300.

Discussion followed regarding who should be included and what amount, if any, they should be charged. The Committee agreed the policy should be rewritten to not charge the clubs for equipment insurance premiums, include groups who have a maintenance agreement for trail maintenance with Oneida County and receive approval by the Administration Committee. Desmond will edit the policy and bring back to this Committee at a future meeting.

Insurance policy for contracts with the County: Desmond provided updated policy for insurance requirements for contracts with the County. The language now includes that contracts involving the State of Wisconsin, if the risk assessor indicates that no insurance is required, the contract does not need to be brought before the Administration Committee for a waiver of insurance. Discussion followed. Motion by Shidell/Thompson to approve the updated insurance requirements policy as presented. All ayes; motion carried. Desmond will finalize changes and provide to department heads at their next meeting.

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

- Hansen Road contract with DOT, on behalf of Town of Minocqua, to have the Hansen Road reconfigured.

- Department on Aging contract with Liturgical Publishers to provide newsletters and solicit advertising for the DOA monthly newsletters. Requested waiver of standard requirements and require \$1 million coverage for errors and omissions.
- Fair entertainment/vendor contracts for the 2013 Fair have been approved by the Risk Assessor. Ison requested Committee approval to include additional contracts, if approved by the Risk Assessor, since there will not be another Administration Committee meeting prior to the event.
- The Fair is looking for a tractor to pull the trolley as in past years. Option 1 is to borrow a tractor from a local person; the tractor must be insured, the operator would be insured through the County as a volunteer. Option 2 is to borrow a tractor from the Forestry Department, which would require no additional insurance.

Motion by Shidell/Paszak to approve all insurance waivers as approved by the Risk Assessor and include any additional entertainment/vendor contracts for the Fair if approved by the risk assessor. All ayes; motion carried.

Resolution - Support of Improved Broadband Access: Hintz presented resolution in support of improved broadband access and reviewed in detail. Motion by Hintz/Thompson to forward the resolution to County Board for approval. Discussion followed. This resolution only shows support and there are no costs at this time. Shidell feels this will be used to justify future expenditures and doesn't feel the behind the scenes work has been done to remove barriers to allow private enterprise to provide these services. Hintz noted that expenditures will need approval and views it as a general endorsement of the need for these services. Roll call vote: Hintz-ayes; Paszak-aye; Thompson-aye. Shidell-nay. Motion carried.

County clerk:

- Discussion was held regarding UMS invoice. Committee requested an explanation of savings at a future meeting. Motion by Paszak/Thompson to approve the vouchers/blanket purchase orders as presented. All ayes; motion carried.
- 2014 Local Government property insurance fund: Bartelt noted there will be a 16.6% (approximately \$7,000) increase in premiums for buildings and properties in the open. Committee felt the list of buildings should be reviewed, actually view the buildings and also explore possible increases in deductible. Lengthy discussion followed. The item will be placed on the next agenda for further discussion.

Treasurer:

- Motion by Hintz/Thompson to approve the Treasurer's bills as presented. All ayes; motion carried.
- Motion by Hintz/Paszak to receive the statement of cash account for the period ending 6/30/13. All ayes; motion carried.
- Ostermann reviewed WCTA June 2013 Conference summary in detail. Discussion was held regarding special assessment payments.

Information Technology Services:

- Motion by Thompson/Hintz to approve the ITS bills/vouchers as presented. All ayes; motion carried.
- The Department will purchase a computer to be installed at the Cassian School for the Sheriff's Department. ITS will be reimbursed for the expense. Staff are finalizing details

for the Sheriff's Department setup at the Hodag Country Fest Grounds in preparation of the event.

Finance:

- Motion by Thompson/Paszak to approve the Finance Department blanket purchase orders and vouchers as presented. All ayes; motion carried.
- Sorenson reviewed the general investment report for the period ending 5/31/13.
- Motion by Thompson/Paszak to approve the line item transfers for the Sheriff's Department, Register of Deeds and Public Health. All ayes; motion carried.

Out-of-state/out-of county travel requests:

Hintz:

7/29/13

WCA Educational Seminar
"County Budgeting in Challenging Times"

Stevens Point

Motion by Paszak/Thompson to approve the out-of-county travel request as presented. Ayes-three; nay-one.

2014 budget updates:

- Sorenson provided monthly update of county revenues and reviewed in detail. Short discussion was held on each item.
- Hintz and Sorenson drafted 2014 budget letter to be sent to County Supervisors, Department Heads and County Agencies. Committee reviewed the letter and budget timelines were reviewed. Lengthy discussion followed. Sorenson and Hintz will make suggested changes. Committee authorized the Chair to sign the revised letter to be sent as soon as possible.
- Discussion followed regarding special county board meeting in August.

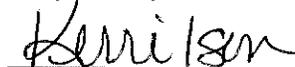
Public comment/communications: None.

Items for next agenda: Property insurance, worker's compensation report, updated policy for billing snowmobile clubs under County's equipment insurance, 2014 budget process.

The next meeting is scheduled for 8/13/13 at 9:30 a.m.

Adjournment: Motion by Paszak/Thompson to adjourn at 12:36 p.m. All ayes; motion carried.

Respectfully submitted,



Kerri Ison, Recording Secretary



David Hintz, Chair