

**Administration Committee
September 9, 2013
Minutes**

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

Others present: John Young (Library Board), Margie Sorenson (Finance), Brian Desmond (Corporation Counsel), Kris Ostermann (Treasurer), Mary Bartelt (County Clerk), Rob Scharmer (United Mailing Services), Michael Matschi (Pitney-Bowes), Bill Barnes (Secura Insurance), Lynn Grube (ITS), Jonathan Anderson (media representative), and Kerri Ison.

Call to order: Chairman David Hintz called the meeting to order at 9:30 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.

Chairperson's Announcements: Chairman Hintz noted that if the meeting gets lengthy any committee member may request to end the meeting and schedule another meeting later this week to allow for proper review of budgets.

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

Approve minutes: Motion by Thompson/Paszak to approve the minutes of 8/13/13. Hintz suggested several changes. Page 1, Paragraph 6, Sentence 4: Outside counsel is needed to have a good record on file (add) "and to avoid a potential conflict of interest on the part of Corporation Counsel" as the case may or may not progress through the court system. Page 1, Paragraph 7, Sentence 3 uncontrolled costs should read "uncontrollable costs". Page 2, Paragraph 1, Sentence 1: Desmond reviewed the details of the resolution (add) "#50-2013, concerning matters in regards to a violation of Oneida County Zoning Ordinance", in detail. The motion was amended to approve the minutes of 8/13/13 with suggested changes. All ayes; motion carried.

Library funding/2014 Library Board budget: Jack Young was present to discuss library funding as he is unable to attend budget hearings because he is moving out of state. Young provided a preliminary budget for review. Three Lakes, Minocqua, Rhinelander and the towns of Crescent, Newbold, Pine Lake and Pelican each support the library through their local budgets. What remains is apportioned to all of the other towns who do not support a library (based on equalized value). Libraries keep a tally of all out-of-county users and multiply that by the cost of the book lent out. The libraries must submit a letter to the Library Board by June 1st of each year requesting reimbursement (70%) for out-of-county user fees. The State mandates the County to pay the average of the last three years. The 2014 request is \$786 more than 2013 due to an increase in Minocqua. Lengthy discussion followed. Young also discussed the actual savings and costs of a county-wide library system. The Committee thanked Young for bringing this budget to the Committee early and wished him well in the future.

Consider and approve the County Risk Manager's recommendations concerning insurance requirements in various contracts: Desmond presented waiver of insurance requests for Tobacco Prevention and Control program (OCHD) and Hazmat contract with State Department of Military Affairs. Motion by Shidell/Thompson to approve the waivers of insurance as requested. All ayes; motion carried.

Resolution: Policy on Paying Special Assessments: Hintz requested this item be tabled to provide additional clarification of the policy to the towns. Ostermann offered to visit with those townships requiring additional information. Motion by Cushing/Paszak to table the resolution regarding the policy on paying special assessments until further explanation is provided to the towns. Discussion followed. All ayes; motion carried.

Vouchers, reports, purchase orders and line item transfers:

County Clerk:

- Bartelt reviewed list of vouchers/blanket purchase orders in detail. Motion by Thompson/Shidell to approve the vouchers/blanket purchase orders as presented. All ayes; motion carried.
- Buildings, Contents/Local Government Insurance Fund: Bartelt reviewed list of county buildings currently being insured, noting highlighted buildings will be removed. Two buildings have been put into "specific limit endorsement" as they are for sale. An updated list must be provided by the end of October to the carrier. Current deductible is \$5,000. Discussion followed. Shidell felt individual departments should be responsible for the premiums and it should be reflected in the department's budget.
- United Mail Services: Scharmer was present to give an update on mailing services contract and discussed savings for April-July 2013. The net savings realized through this contract, for the period April-July 2013, totaled \$2,526.01. This is about 10% lower than estimate but it is due to mail volume. Bartelt noted outside departments do not typically use this service unless it is a large mailing.
- Matschi, Pitney Bowes, was present to discuss the current postage meter and presented a proposal how Pitney-Bowes may be able to reduce meter costs for the County. Lengthy discussion followed regarding options, machine capabilities, technology updates and potential efficiencies and savings. Motion by Cushing/Shidell asking Bartelt to work with Matschi and bring back agreements to proceed with lease of a new postal machine and work with Corporation Counsel. Discussion followed. It was agreed to go with free maintenance for first year option. All ayes; motion carried.
- Workman's Compensation check presentation/safety successes: Barnes noted his appreciation of the Committee's support of safety and presented Bartelet with a dividend check in the amount of \$67,367. He noted premiums have continually dropped over the last several years estimating a current premium at \$228,000 (before dividends), which is an approximate savings of \$80,000. Barnes believes Oneida County has a superior safety program and the Risk Management Team is working diligently to realize savings. Discussion followed.
- 2014 budget requests: Detailed discussion was held regarding the 2014 proposed budget for the County Clerk and Insurance Risk Management. Bartelt noted this does not include the lease agreement for the new postal meter machine. (Cushing excused at 11:51 a.m.) Motion by Thompson/Shidell to forward the Clerk's budget as discussed on to budget hearings. All ayes; motion carried.

Treasurer:

- Ostermann reviewed vouchers in detail. Motion by Thompson/Hintz to approve the vouchers as presented. All ayes; motion carried.
- Statement of cash: None at this time.
- 2014 budget: Detailed discussion was held regarding the 2014 proposed budget for the Treasurer. Motion by Thompson/Hintz to accept the proposed budget and forward on to budget hearings. Discussion followed. All ayes; motion carried.

2014 budget process: Hintz asked for comments regarding the budget process. Shidell noted that payroll is the biggest expense which needs to be addressed. He would like to know where the entire

County Board sits regarding personnel expenses as he believes it would be helpful going forward with the budget hearings. Lengthy discussion followed.

Hintz suggested holding another meeting this week to address the ITS and Finance Department items later this week. Motion Shidell/Paszak to move to table ITS/Finance items to 9/11/13 beginning at noon. All ayes; motion carried.

Out-of-county/state travel: None

Public comment: Shidell noted there is a serious decision for Congress to make regarding the Syrian issue. He is considering a proposal for County Board to not enter into any kind of military conflict in Syria.

Items for next agenda: LRES wage proposal, ITS, Finance, 2014 budget process.

Adjournment: Motion by Thompson/Paszak to adjourn at 12:20 p.m. All ayes; motion carried.

Respectfully submitted,

Kerri Ison, Recording Secretary



David Hintz, Chair