

Administration Committee

May 8, 2014

Minutes

Committee members present: Chair David Hintz, Sonny Cushing-Paszak, Robb Jensen and Sonny Paszak. Excused: Bob Mott.

Others present: Blaine Oborn (City of Rhinelander), Kris Ostermann (Treasurer), Mike Romportl (Land Information), Mary Bartelt (County Clerk), Bill Freudenberg (County Supervisory), Carol Pederson (County Supervisor), Margie Sorenson (Finance), Lynn Grube (ITS), Jonathan Anderson (media), and Kerri Ison.

Call to order: Chairman David Hintz called the meeting to order at 1:00 p.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.

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

Approve minutes: Motion by Paszak/Cushing to approve the minutes of 4/7/14 as presented. All ayes; motion carried.

Election of Vice Chair: Motion by Jensen/Paszak to appoint Supervisor Cushing as Vice Chair for the Administration Committee. All ayes; motion carried.

Establish meeting frequency, date and time: The Committee decided to set the regular monthly Administration Committee meeting for the second Monday of each month. The next meeting will be held June 9, 2014 at 9:30 a.m. Chairman Hintz noted two meetings may be held per month if necessary.

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

Waiver of insurance-Forestry Access Agreement: Desmond discussed a timber contract which is several years old; original contractor is unable to fulfill the contract. Another logger has agreed to fulfill the contract in its original terms. An access agreement between the Forestry Department, logger and property owner to access the contracted area is required. Risk assessor indicated standard insurance language is not required. Motion by Paszak/Jensen to waive the standard insurance provisions for the forestry access agreement. All ayes; motion carried.

Vouchers, reports, purchase orders and line item transfers:

Treasurer:

- Resolution: Former Lindy Cleaners property: Romportl provided brief overview regarding the former Lindy Cleaners noting the parcel has been tax delinquent (approximately \$70,000) for some time; but due to County policies regarding contaminated tax delinquent properties, the County has not foreclosed on this property.

The City of Rhinelander requested the foreclosure process begin and receive title to the property. The City will pay penalty and interest charges (\$1,500.00) as well as 2014 tax bill, special assessments and become responsible for remediation of the contaminated site. This process will relieve the County of any responsibility for the property and gets rid off a blighted property. The City is applying for a site assessment grant to help offset the cost of remediation/demolition and plans to build a parking lot. Motion by Cushing/Paszak to proceed with Lindy Cleaners property foreclosure and transfer to the City of Rhinelander as discussed and forward the resolution to County Board for approval. All ayes; motion carried.

- Ostermann reviewed vouchers in detail. Motion by Cushing/Jensen to approve the Treasurer's vouchers as presented. All ayes; motion carried.
- Ostermann reviewed March statement of cash, as well as a handout explaining the statement of cash. Motion by Paszak/Jensen to accept the statement of cash for the period ending 3/31/14. All ayes; motion carried.

County Clerk:

- Bartelt reviewed expenses, vouchers and blanket purchase orders in detail. Motion by Jensen/Hintz to approve the vouchers and purchase orders as presented. All ayes; motion carried.
- Deputy I/Election Specialist position vacancy review appeal: Motion by Cushing/Jensen to approve the request to waive the vacancy review for the Deputy I/Election Specialist position. All ayes; motion carried. The waiver was also approved at the LRES meeting on 5/7/14.

ITS:

- County Board Roll-Call Pro voting: Hintz reviewed the project noting a demonstration was done at a previous meeting. Grube reviewed the current proposal by the vendor for new Committee members. Discussion followed regarding TV placement and visibility concerns. Committee members asked that the vendor provide a demonstration at an upcoming County Board meeting.
- ITS Project Queue: Grube provided list of ITS projects in the queue for 2014 for review. Discussion followed.
- Dictaphone replacement with new phone system: Grube discussed the purchase of a new dictaphone system because once the new phone system is installed, staff will no longer be able to access the current system using a handset. She noted the current system is old, it is difficult to find replacement parts when the system crashes, and replacement cost of a similar system is approximately \$60,000-\$80,000. She has discussed the issue with current users who have different issues with losing the application. The proposed system will require users to use mobile devices for dictation. Lengthy discussion followed. Grube noted this item is on the ITS project list and is included in the 2014 budget. Motion by Cushing/Paszak to proceed with the purchase of dictation equipment/software. All ayes; motion carried.
- Motion by Hintz/Cushing to approve the ITS bills as presented. All ayes; motion carried.

- Grube noted the phones and servers for the VOIP system have been delivered and the vendor is scheduled to be here on 5/12/14. Training will be provided to employees. It is anticipated the system will be live on 6/21/14.

Finance:

- Sorenson reviewed expenses in detail. Motion by Cushing/Hintz to approve the bills and blanket purchase orders as presented. All ayes; motion carried.
- Motion by Jensen/Paszak to approve line item transfers for the Sheriff's Department, Emergency Management, Public Health, Land Conservation-AIS, Forestry and the Highway Department as presented. All ayes; motion carried.
- Investment of Core Funds-RFP process/General Investments report: Sorenson provided overview of the general investment summary for new members. Discussion followed regarding the possibility of going out on a RFP process for the investment of core funds. Sorenson suggested making the capital improvement/program management program a priority over the RFP process.

Small reoccurring bills to be signed by Department Heads: Hintz noted many department heads come forward with small expense reports and small reoccurring bills. For the sake of efficiency he felt that if the expense has been budgeted, the bill could be paid prior to Committee approval. Sorenson noted these bills can be paid prior to Committee approval through the blanket purchase order process. Discussion followed regarding employee expense reports. Motion by Cushing/Hintz to direct the Finance Director to look in to the procedure to eliminate Committee review of employee expense reports. All ayes; motion carried.

Approach to the evaluation of County Board size and County Board Administrator: A few months ago the County Board referred two issues back to the Administration Committee to evaluate a proposal to reduce the size of County Board and to hire a County Administrator. Hintz discussed two options of conducting the evaluation: (1) hold a special meeting of the Administration Committee or (2) establish a subcommittee of the Administration Committee to study the issue and provide recommendations to the full Administration Committee. Hintz provided a handout with proposed analysis steps for discussion. It was the consensus of the Committee to form a subcommittee and discussion followed regarding makeup of the subcommittee. Hintz will move forward to establish the subcommittee as discussed.

Resolutions concerning time of County Board and Committee meetings:

- Chairman Hintz reported Supervisor Sorensen may bring a resolution to County Board stating that all County Board and committee meetings be scheduled at 4:00 p.m. or later.
- Hintz presented a resolution to move the September 2014 County Board meeting to the fourth Tuesday of September to allow supervisors to attend the WCA Conference. Motion by Paszak/Cushing to forward resolution to County Board for approval. All ayes; motion carried.

Secretarial support for Administration Committee: Hintz noted staffing continues to be an issue in several departments. The item is still being discussed and will be placed on the next agenda.

Capital Improvement program: Sorenson reviewed the packet of information regarding the Capital Improvement program in detail. Discussion followed. The Committee felt the information should be provided to County Board Supervisors and Department Heads at this time. The item will be placed on the May County Board and Department Head meetings.

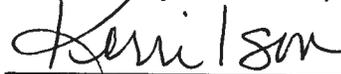
Suggestion box: Idea was brought forth recently to establish a suggestion box in the Courthouse. Discussion followed regarding placement of physical boxes or the use of an email suggestion box. The item will be discussed further at a later date.

Public comment/communication: None.

Items for next agenda: Capital improvement/program management program, secretarial support for the Administration Committee, update on Subcommittee regarding County Administrator/County Board size.

Adjournment: Motion by Cushing/Paszak to adjourn at 2:56 p.m. All ayes; motion carried.

Respectfully submitted,



Kerri Ison, Recording Secretary



David Hintz, Chair