

**Administration Committee  
July 9, 2014  
Minutes**

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

**Others present:** Linda Conlon (OCHD), Brian Desmond (Corp Counsel), Kyle Franson (Register of Deeds), Margie Sorenson (Finance), Kris Ostermann (Treasurer), Lynn Grube (ITS), Tim Brown (UWEX), and Kerri Ison.

**Call to order:** Chairman 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 Cushing/Mott to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried.

**Approve minutes:** Motion by Paszak/Jensen to approve the minutes of 6/9/14 as presented. All ayes; motion carried.

**Out-of-state / out-of county travel:** Conlon (OCHD) requested out-of-state travel to attend Public Health Accreditation Site Visitor training on 8/25-28 in Alexandria, Virginia. Registration, travel and lodging are covered by the Public Health Accreditation Board; meals outside of training and airport parking are not covered. Motion by Cushing/Paszak to approve the out-of-state travel request as presented. All ayes; motion carried.

**Consider and approve the County Risk Manager's recommendations concerning insurance requirements in various contracts:** Desmond discussed the following contracts and necessary insurance requirements:

- Oneida County Fair: Multiple contracts for vendors/entertainment contracts were submitted. Per the Risk Assessor there is no need for evidence of insurance except for Pine Grove Community Church as they are providing children's activities. Motion by Mott/Hintz to approve the recommendations on these contracts and also approve additional contracts that may be received between now and the Fair per the Risk Assessor's recommendations. All ayes; motion carried.
- Land Water Conservation: Contract with North Central Wisconsin Regional Planning Commission (NCWRPC) to develop the Farmland Preservation Program Plan (FPPP) – no insurance is necessary.
- Courthouse boiler project: Risk Assessor's recommends a \$1 million umbrella above the standard insurance requirements.

Motion by Cushing/Mott to approve the NCWRPC contract regarding the FPPP and Courthouse boiler project. All ayes; motion carried.

**Subdivision plat copy fees (Register of Deeds):** Franson discussed the current fees for copies of full-sized plats and the desire to increase those fees to help offset supplies and employee time. Currently the fee is \$6 regardless of number of copies and size. The proposal is to increase fees to \$10 for the first copy and \$3 for each additional copy. Discussion followed. Motion Paszak/Mott to approve the increase in Register of Deeds fees as discussed.

Additional discussion was held. Franson noted neighboring counties charge above our current rates. All ayes; motion carried.

**Oneida County Revolving Loan Fund (OCRLF) Committee appointment:** Hintz read a memo note Roger Luce, Oneida County Economic Development Director indicating that Dale Opperman has resigned from OCRLF Committee. John Harmon, River Valley Bank would like to be appointed. Both Luce and OCEDC Board President Phil Albert recommend his appointment. Motion by Jensen/Mott to appoint John Harmon, River Valley State Bank to serve on the Oneida County Revolving Loan Fund Committee as discussed.

**Vouchers, reports, purchase orders and line item transfers:**

County Clerk:

- Motion by Cushing/Jensen to approve the Clerk's bills and vouchers as presented. All ayes; motion carried.

Finance:

- Motion by Cushing/Paszak to approve the vouchers and blanket purchase orders as presented. All ayes; motion carried.
- Motion by Jensen/Cushing to approve the line item transfers for Register of Deeds, Department on Aging, Public Health, Emergency Management, Buildings and Grounds and Land Conservation as presented. Discussion followed. All ayes; motion carried.
- Sorenson reviewed general investment summary for the period ending 5/31/14.
- Motion by Paszak/Cushing to approve the resolution for line item transfers as presented and forward to County Board for approval. All ayes; motion carried.
- Sorenson reminded supervisors that Nancy Thorn, Account Technician, will be retiring on 8/1/14. She has worked for the Finance Department for 27 years. Committee members wished her well.

Treasurer:

- Motion by Cushing/Hintz to approve the Treasurer's voucher(s) as presented. All ayes; motion carried.
- Ostermann noted a publication to receive bids for the 2014 IN REM process as she would like to open bids at the August meeting. She noted the cost is budgeted for each year. Discussion followed. It was the consensus of the Committee that the bid process can begin each year without bringing it to Committee.
- Ostermann reviewed statement of cash for the period ending 6/30/14.
- Ostermann indicated there are several properties on the foreclosure list the County is considering not taking due to environmental or other issues. She would like to discuss this list at the next meeting, but noted it may not be ready in time for the 8/11/14 meeting as Desmond is out of town just prior to that meeting. Discussion followed. The Committee agreed to tentatively set another meeting for 8/19/14 at 9 a.m. to discuss these properties if necessary.

ITS:

- Grube reported the new phone system went live on 6/21/14 and within 2 hours dispatch was up. Vendors indicated this was one of the more successful cutovers they've experienced. She discussed specific issues they encountered and indicated fax lines were able to be converted to the Shoretel system which could provide a monetary savings. Motion by Jensen/Paszak to approve the ITS vouchers as presented. All ayes; motion carried.

- Brown, UWEX, provided some background information regarding issues the department is experiencing with their current phone system. He met with Grube, who felt it may be more cost effective to update the UWEX phone system instead of fixing what is already in place. Grube discussed options/costs to address the issue including using a different vendor, leasing another system or implementing the Shoretel system at UWEX. Discussion followed. Funding options include funds budgeted for 2015 which could be spent in December, general fund, or ITS emergency fund (these funds would automatically be replaced using the 2015 budget). Discussion followed. The Administration Committee felt the issue should be taken to the CUW Committee for discussion. Grube and Brown will work to put information together for the August CUW and Administration Committee meetings.

**Electronic voting and other electronic improvement ideas:** Hintz reported County Board members viewed the proposed electronic voting system at the June meeting. A straw poll supported continuing with current procedure. He believes funds would be better spent by providing I-Pads for County Board members and actually cost less. Lengthy discussion followed. It was the consensus of the committee to direct Grube to explore this option and report back with costs. Mott felt that electronic voting using an I-Pad should be explored as well.

**Capital Improvement/Program Management Program project listing:** Sorenson did not receive any comments from County Board Supervisors regarding the capital improvement/program management program letter sent recently. Hintz received comments from department heads indicating the \$10,000 limit is too low -- he concurs. Discussion followed regarding the dollar limit, recurring items, funding sources and use of the general fund. Lengthy discussion followed. Motion by Paszak/Mott to increase the limit to \$25,000 for the capital project list. All ayes; motion carried. Sorenson suggested resending the memo (with changes) to department heads, requesting any changes to departmental lists be resubmitted to the Finance Department by the second week of September, so that it can be included in the budget process. It was noted amended lists require Committee of Jurisdiction approval.

**Budget process overview:** Hintz noted last year a special County Board meeting was held for departments to bring forth specific needs for the 2014 budget cycle and that there was resistance from supervisors to take a stand on what was needed. Staying within levy limits is difficult for Oneida County with the increase in expenses and the levy limits. Budgets are due in September with budget hearings during the second week of October with publication of the budget required by the end of October. Lengthy discussion followed on the process and the 2013 budget meetings.

Sorenson recommended including guidelines in the budget letter provided to department heads. Lengthy discussion followed regarding levy limits, salary and fringe increases, etc. LRES requests health insurance numbers early but typically don't come in until end of October. Motion by Paszak/Jensen to direct departments to prepare the 2015 budget with a zero percent increase in non-personnel costs. All ayes; motion carried.

**Update on progress of Administration/County Board Size Subcommittee:** Hintz reported on the progress of the Subcommittee including costs, duties, pros/cons, impacts, redistricting, etc. The Subcommittee continues to make progress and intends to provide a report at the August County Board meeting. At that time, a decision will be needed regarding whether or not to continue with the topic. Cushing noted it took Outagamie County seven months of bimonthly meetings to make their decision. Discussion followed.

**Public comment/communications:** None.

**Items to be included on next agenda:**

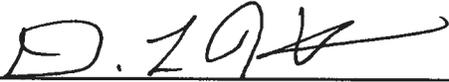
- Capital improvement/program management program project listing, 2015 budget process, UWEX phone system update, I-pads, Treasurer open IN REM bids, 2014 IN Rem process.
- The next meeting was scheduled for 8/11/14 at 9:30 a.m.
- An additional meeting was tentatively scheduled for 8/19/14 at 9 a.m. to discuss IN REM properties (only if needed).

**Adjournment:** Motion Paszak/Cushing by adjourn at 3:24 p.m. All ayes; motion carried.

Respectfully submitted,



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Kerri Ison, Recording Secretary



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David Hintz, Chair