

**Administration Committee
November 3, 2014
Minutes**

Committee members present: Chairman David Hintz, Robb Jensen, Sonny Paszak, Ted Cushing. Excused: Bob Mott.

Others present: Jean Hansen (Land Conservation), Brian Desmond (Corporation Counsel), Mary Bartelt (County Clerk), Mike Matschi (Pitney Bowes), Kris Ostermann (Treasurer), Lynn Grube (ITS), Margie Sorenson (Finance), Lisa Charbarneau (LRES), Jonathan Anderson (media) and Kerri Ison (recording secretary).

Call to order: Chairman Hintz called the meeting to order at 9:30 a.m. in Committee Room #2 on the second floor of the Oneida County Courthouse. The meeting was properly posted and mailed in accordance with WI Open Meeting Law and the facility is handicap accessible.

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

Approve minutes: Motion by Cushing/Jensen to approve the minutes of 9/24/14, 10/6/14, 10/7/14 and 10/8/14 as presented. All ayes; motion carried.

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

Request to repurpose Soil Map Funds: Hansen was present to request to repurpose soil map funds to purchase a canoe (\$802). The purchase was approved by the Conservation/UW-Extension Committee prior to purchasing but she was unaware it also needed the approval of the Administration Committee. Motion by Cushing/Paszak to repurpose soil map funds to purchase a canoe for the department. Discussion followed regarding the procedure to repurpose funds. Committee members felt a reminder to review Finance procedures should be covered at an upcoming Department Head meeting.

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

- Desmond reviewed the insurance requirements for the Quality Building Restoration contract as recommended by the County's Risk Manager's: statutory limits for worker's compensation, comprehensive general liability \$1 million bodily injury, \$1 million property damage, \$1 million auto liability per person and \$1million per accident. Motion by Paszak/Jensen to approve the insurance requirements as recommended. All ayes; motion carried.

Vouchers, reports, purchase orders and line item transfers:

County Clerk:

- Proposal for new postage machine: Matschi (Pitney Bowes) shared upcoming Post Office changes regarding commercial based pricing, barcoding, and parcel services. Discussion was held regarding issues with the current machine and a handout was provided listing potential savings of a new machine. It was the consensus of the Committee that Bartelt work with Matschi, ITS (if needed), Buildings and Grounds and Finance on the project and bring information/proposal back to this Committee at a later date.

- Motion by Hintz/Cushing to pay the bills as presented by the County Clerk. All ayes; motion carried.

Treasurer:

- Motion by Cushing/Paszak to approve the Treasurer's vouchers as presented. All ayes; motion carried.
- Motion by Paszak/Jensen to accept the statement of cash for the period ending 9/30/14. All ayes; motion carried.
- Ostermann reviewed the Treasurer's long-range plan and highlighted changes. Discussion followed regarding measurable goals. Motion by Jensen/Paszak to accept the 2014-2015 departmental long-range action plan for the Treasurer. All ayes; motion carried.

ITS:

- Grube presented information regarding different devices (laptop, surface, I-pad/tablets) for County Board supervisors. Discussion followed regarding Internet access, software licensing, Citrix application and training. Tim Brown, UWEX, has offered to provide training for the supervisors. Discussion was held regarding I-pad user policies and Grube shared the policy used in Chippewa County. Lengthy discussion followed. Grube will provide a list of different choices in equipment, software, Internet access, applications and costs to the Committee at a future meeting.
- Motion by Cushing/Jensen to approve the ITS bills as presented. All ayes; motion carried.

Finance:

- Motion by Jensen/Cushing to approve the Finance bills as presented. All ayes; motion carried.
- Motion by Cushing/Paszak to approve line item transfers for Land Conservation, Social Services, Sheriff's Department and Department on Aging as presented. All ayes; motion carried.
- Motion by Cushing/Hintz to receive the general investment summary for the period ending 9/30/14 as presented. All ayes; motion carried.
- Motion by Hintz/Paszak to approve the resolution for line item transfers as presented and include on the consent agenda. All ayes; motion carried.

2015 budget: Sorenson provided sample packet which will be provided to the County Board for the annual budget meeting for review. Discussion followed. A handout regarding the allocation of contingency fund for wages and fringe benefits and was discussed in detail. Discussion followed.

- Motion by Hintz/Paszak to approve the wage/salary/health insurance changes proposed by the LRES Committee, thereby reducing the tax levy by \$175,000, and forward to the full County Board for their consideration. All ayes; motion carried.
- Motion by Cushing/Paszak to reduce the amount of general fund applied by \$110,000 leaving a tax levy reduction of \$65,000. All ayes; motion carried.
- Motion by Jensen/Cushing to apply the remaining balance of the Land Conservation soil map fund (\$2,420) to the general fund. All ayes; motion carried.

Safety Program procedures: Hintz discussed the County's safety program and the recent accident. He discussed notification procedures, including safety statistics in departmental annual reports, review of procedures, etc. Hintz will work with Charbarneau regarding the safety program and issues to discuss at an upcoming Department Head meeting.

Public comments: None.

Items to be included on the next agenda:

- I-pads, safety program, postage machine, resolution format, update on Highway facility, 2015 budget.
- The next meeting was scheduled for 12/8/14 at 9:30 a.m.

Adjournment: Motion by Paszak/Jensen to adjourn at 11:33 a.m.

Respectfully submitted,

Kerri Ison, Recording Secretary

Chairman David Hintz