

**Administration Committee  
August 10, 2015  
Minutes**

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

**Absent:** Ted Cushing (excused).

**Others present:** Tammy Walters (Veterans Service), Lisa Charbarneau (LRES), Brian Desmond (Corporation Counsel), Supervisor Bill Freudenberg, Bruce Stefonek (Buildings & Grounds), Jason Rhodes (ITS), Mary Bartelt (County Clerk), Margie Sorenson (Finance), Tara Ostermann (Treasurer), Diane Jacobson (Department on Aging), Mike Romportl (Land Information) and Kerri Ison (recording secretary).

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

**Approve agenda:** Motion by Paszak/Jensen to approve the 8/10/15 agenda with the order of items at the Chair's discretion. All ayes; motion carried.

**Approve minutes:** Motion by Jensen/Mott to approve the Administration Committee minutes of 07/13/15. All ayes; motion carried.

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

**Veterans Service Office (VSO) LTE wage rate:** Due to staff medical leave, Walters has had an LTE since 6/8/15 which was approved by the LRES Director. The LRES Director can approve up to 10% of a department's budget to be used to fund LTE positions. As the VSO budget is so small, it appears funding from the contingency fund may be needed to cover additional LTE hours. Walters noted there may be training funds remaining which could be applied. Discussion followed. Motion by Paszak/Hintz to approve the additional LTE hours if needed. Discussion followed. It was suggested a line item be added to the LRES budget to cover additional LTE hours when needed. Discussion followed. All ayes; motion carried.

**ITS Director Vacancy Review:** Hintz noted that Grube intends to retire 1/22/16. Grube, Hintz and Charbarneau met to discuss planning for replacement, recruitment, salary range, overlap, job review job description, and possible department reorganization. It was noted the Sheriff's department would like to have their own ITS staff as they are a significant portion of the ITS workload. Currently there is one ITS staff housed at/dedicated to the Sheriff's Department, supervised by Grube. The Sheriff's Department would like to have a "supervisor" position with additional ITS staff located at the Law Enforcement Center (LEC), shifting current ITS staff to that site. Grube was asked to work on an organizational structure/pros and cons for keeping the

ITS department as is or shifting staff to the LEC. Mott requested funding information be included in the proposal. Discussion followed. Charbarneau intends to post the ITS Director position as soon as it is approved by LRES so that the new person could be on board by November to work with Grube until her retirement date. Charbarneau has polled other counties regarding their ITS structure. She also noted the Sheriff's Department will be bringing their proposal to their committee of jurisdiction soon. Lengthy discussion followed. A joint meeting with LRES will be held the first week of September to discuss the issue further.

**Consider and approve the County Risk Manager's recommendations concerning insurance requirements in various contracts:** Desmond presented Forestry Department contract with RASTA for trail building work. Risk assessor recommended the basic \$1 million general liability/auto coverage with standard worker's compensation language. Motion by Mott/Paszak to approve the RASTA RTA agreement. All ayes; motion carried.

**Policy for outside contracts:** At the July meeting liability concerns were raised for when the County supports other causes (i.e. animal shelter, building use). Desmond noted Oneida County should be listed as an additional insured in these cases. It is already standard language in agreements drafted by Oneida County. Lengthy discussion followed.

**Resolution: Authorize use of general fund money to replace air conditioning unit in ITS Data Center:** Stefonek noted the heating/AC unit which removes humidity in the ITS server room is in need of replacement. The age of the unit is unknown, but it is estimated to be 10 years past "end of life". Due to the age, functionality issues and the value of the equipment it protects (\$685,000 plus consultant costs), the request to replace was submitted to the CIP Committee for consideration in the 2016 budget. The CIP Committee suggested the request be forwarded to the Buildings and Grounds Committee to consider replacement immediately, using general fund money. The unit takes 2-3 months to arrive as it is specially built for the size of room and equipment it services. Discussion followed. Motion by Mott/Hintz to support the resolution and forward to County Board. Discussion followed. All ayes; motion carried.

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

ITS:

- Motion by Paszak/Mott to pay the vouchers for ITS. All ayes; motion carried.

County Clerk:

- Motion by Hintz/Paszak to approve the Clerk's bills as presented. All ayes; motion carried.
- Bartelt gave update for property fund insurance as the Local Government policy is estimated to increase 50%. She noted WI County Mutual will be presenting a property plan soon. She also has a meeting scheduled with another agent later this week. Bartelt has notified departments and snowmobile clubs to update their statement of values. Bartelt suggested increasing vehicle deductible \$500 to \$1,000 to help with premium costs. Discussion followed.

Treasurer:

- Ostermann provided summary and description for the 2015 In Rem properties in foreclosure, noting there are 20 properties at this time. Committee reviewed properties in detail, noting Romportl's recommendation to take RH-1768 instead of placing it on hold. Ostermann expects to take the properties in September, depending on the court date. Discussion followed. Motion by Hintz/Paszak to proceed as listed in documents with one change (RH-1768) as discussed. All ayes; motion carried.
- Motion by Paszak/Jensen to accept the statement of cash as presented. All ayes; motion carried.
- Motion by Jensen/Paszak to approve the Treasurer's voucher as presented. All ayes; motion carried.
- Ostermann opened one bid from Northern Title for title searches for 2015/2016 in rem foreclosure properties. Bid: \$65 per letter report, updates at no additional cost, \$15 special assessment rate. Motion by Jensen/Hintz to award Northern Title and Abstract the bid of \$65 per letter report for the 2015 in rem proceedings. All ayes; motion carried.
- Treasurer submitted staffing request for LTE, as in past years. Motion by Hintz/Paszak to approve the staffing request for the LTE. All ayes; motion carried.

Finance:

- Motion by Jensen/Mott to approve the Finance bills as presented. All ayes; motion carried.
- Sorenson provided general investment report dated 6/30/15. Lengthy discussion followed.
- Motion by Jensen/Hintz to approve line item transfers for the Sheriff's Department, Emergency Management, Public Health, Land Conservation, Social Services and Buildings and Grounds as presented. Discussion followed. All ayes; motion carried.

**Debt refunding of Human Service Center loan:** Sorenson noted it is anticipated the State Trust Fund (STF) loan for the ABX building will be paid off by 8/31/15, leaving only \$425,000 of outstanding bonds. Sorenson noted there are several notes which could be called in early and she suggested the County pay them off next March with a STF loan at approximately 3%. We are currently at 5% and STF loan is free. Doing this would save the Human Service Center \$18,000. Committee agreed that Sorenson should proceed to procure the State Trust Fund loan at 3%.

**Credit card policy:** As directed at the July meeting, Sorenson drafted credit card policy for review. Sorenson will send to department heads for input. Lengthy discussion followed regarding pros and cons of department specific credit cards.

**CIP (Capital Improvement Program) update/addition to budget guideline letter:** Reports provided prior to the meeting were reviewed in detail. As directed at the July meeting, the CIP

Committee met and placed letter grades on the projects. Jensen noted that a resolution may be coming forward to complete paving of the Almon Park parking lot at once, instead of by section over several years. Summary shows \$1.18 million coming from the general fund, which is an increase from 2015. Discussion followed. The CIP Committee recommended funding for all projects in A, AB, B categories. Projects graded as BC and C must come to budget hearings to provide justification and request approval. Hard copies of project justifications for those listed as BC and C will be provided at the budget hearings for review.

**Schedule budget hearings:** The Committee scheduled the 2016 budget hearings for 10/6-7-8/15 beginning at 8:30 a.m.

**Department on Aging serving as accountant for the Oneida-Vilas Transit Commission:** Mott noted the Transit Commission is in need of someone to handle accounting duties and suggested the DOA Account Clerk may be able to handle some of the work. Jacobson spoke with Sorenson noting funds cannot be co-mingled with the County. She has contacted a local accounting firm who quoted a price 1/3 less than the cost of County staff. Discussion followed.

**Public comment:** None.

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

- Auditor presentation by Schenk and Associates.
- Next meeting was scheduled for 9/8/15 at 1:00 p.m.

**Adjournment:** Motion by Mott/Paszak to adjourn at 11:43 a.m. All ayes; motion carried.

Respectfully submitted,

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Kerri Ison, Recording Secretary

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David Hintz, Chair