

**Administration Committee**  
**October 12, 2015**  
**Minutes**

**Committee members:** Chairman David Hintz, Ted Cushing, Bob Mott and Sonny Paszak.  
Absent: Robb Jensen (excused).

**Others present:** Brian Desmond (Corporation Counsel), Margie Sorenson (Finance), John Frederick (Actuary and Consultant), Mary Bartelt (County Clerk), Kris Ostermann (Treasurer), Lynn Grube (ITS), Luann Brunette (Buildings & Grounds) 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/Cushing to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried.

**Approve minutes:** Motion by Cushing/Mott to approve the minutes of 9/9/15 (Joint LRES/Administration Committee) and 9/28/15. All ayes; motion carried.

**Consider and approve the County Risk Manager's recommendations concerning insurance requirements in various contracts:** Contracts have been reviewed by the County's Risk Manager.

- Aging Headwaters Transportation contract amendment: Headwaters is doing some transports, taking over for Lakeland Senior Center. Insurance requirements: standard worker's compensation (\$1 million); general comprehensive liability (\$1 million), bodily injury (\$1 million); property damage (\$1 million auto liability person/accident).
- Quality Building Restoration contract: Contract for exterior building restoration work. Insurance requirements: standard worker's compensation (\$1 million); general comprehensive liability (\$1 million), bodily injury (\$1 million); property damage (\$1 million auto liability person/accident).

Motion by Cushing/Paszak to approve the insurance for the Aging Headwaters Transportation and Quality Building Restoration contracts as submitted by Corporation Counsel. All ayes; motion carried.

**Actuarial Report:** Frederick reviewed the Actuarial Report for retiree health previously provided and discussed the effect of change on the County's liability as compared to 2013 figures. Frederick stated Oneida County's liability is currently \$6.9 million for retirement healthcare costs. At this time, Oneida County does not fund this liability in full and, instead, uses a "pay-as-you-go" accounting standard. Discussion followed regarding funding the liability.

Sorenson provided spreadsheet showing employees who qualify for single retiree health benefits, noting coverage ends at age 65. She also noted that employees starting after January 2010 are not eligible for retiree health insurance benefits so, eventually, the liability will reduce to zero. Discussion followed. Sorenson noted retiree health premiums will increase 12% in 2015 and that \$406,000 was allotted in the 2016 budget for this liability expense. Motion by Cushing/Paszak to receive the Actuarial Study and forward to County Board. All ayes; motion carried.

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

County Clerk:

- Motion by Cushing/Mott to approve the County Clerk's bills. All ayes; motion carried.

Treasurer:

- Motion by Cushing/Paszak to approve the Treasurer's bills. All ayes; motion carried.
- Motion by Cushing/Mott to receive the statement of cash for the period ending 09/30/15. All ayes; motion carried.
- Motion by Cushing/Mott to approve the cancelled checks resolution and forward to County Board for consideration (consent agenda). All ayes; motion carried.
- Motion by Cushing/Mott to approve the resolution regarding public depositories and forward to County Board for consideration (consent agenda). All ayes; motion carried.
- Motion by Cushing/Paszak to approve the resolution regarding investment authority and forward to County Board for consideration (consent agenda). All ayes; motion carried.

ITS:

- Motion by Cushing/Hintz to approve the ITS bills as presented. All ayes; motion carried.
- Resolution – Surveillance System File Server: Grube reported the Courthouse Security project is progressing with the installation of 33 surveillance cameras at predetermined areas selected by court security as well as public entries and exterior parking lots. She reviewed the progress of the project to date. She noted an additional server is needed to house the video, which must be kept for 121 days, at

a cost estimate of \$15,000 for 102 TB of data storage. This will be enough space to cover up to 45 cameras plus additional data from the Sheriff's Department; however, the expense for this equipment it is not included in the ITS budget. The resolution authorizes funds be taken from the general fund for this expense. Committee questioned whether there are funds in the project account to cover this amount. Brunette indicated funds are available in the Courthouse security account to cover this expense; however, it may delay the installation of physical barriers. Discussion followed. Motion by Cushing/Mott to take funds from courthouse security fund not to exceed \$15,000. All ayes; motion carried.

- Charter Fiber Internet switch: Grube noted the County will switch from Frontier to Charter Internet – it is better service with a greater capacity to be able to funnel the camera data. This also provides a savings of approximately \$700 per month. The cost to make this switch is estimated at \$20,000 and is part of 2016 ITS capital budget. This will be done after the cameras are installed.
- Lytech Public Health Insurance Waiver: The original waiver of insurance was approved at the 9/28/15 Administration Committee meeting. However, Grube indicated the vendor will not provide errors/omission and professional liability insurance as recommended by the Risk Manager. Grube conferred with Corporation Counsel on the matter and Desmond indicated it is a business decision. Grube felt comfortable moving forward with the contract as this is "canned" software (i.e. Microsoft). Discussion followed. Motion by Cushing/Paszak to approve the Lytech Public Health Insurance Waiver as recommended by Corporation Counsel. All ayes; motion carried.
- Sheriff's Department ITS Project list: Grube provided a list of IT projects at the Sheriff's Department and their status. ITS staff is making an effort to more closely align the Sheriff's Departments and Courthouse ITS needs.

Finance:

- Motion by Cushing/Paszak to approve the blanket purchase orders and bills for Finance. All ayes; motion carried.
- Motion by Cushing/Mott to receive the 9/28/15 general investment summary. All ayes; motion carried.
- Motion by Mott/Cushing to approve line item transfers for Social Services. All ayes; motion carried.

**Uninterrupted Power Supply (UPS) Support ITS Data Center:** Brunette reported, historically, ITS has provided the County's computer infrastructure including the servers while the Buildings and Grounds Department supports the electrical load with data center, transfer switch, UPS and generator. Staff tests equipment monthly and it was noted the

UPS failed these tests in March. The failure was attributed to other work being done in the building at the time. At the end of September, there were several brief power outages and the UPS failed one out of four times. This caused two days of work for the ITS Department repairing physical damage. At that time, troubleshooting was done with Tripp Lite via telephone without error and staff was not able to get the UPS to fail. Brunette and Grube feel this must be addressed prior to another failure. Brunette estimated the UPS to be nine years old with a life expectancy of 12 years. UPS batteries are due to be replaced in 2016 at a cost of \$3,500 and it is in the budget. To have Tripp Lite do a site visit will cost about \$2,000 and they would like to have a contract not to exceed \$5,000 and there is no guarantee they will find source of problem. Brunette felt cost of the batteries and site visit by Tripp Lite is not money well spent. She has scheduled two vendors to evaluate load and what it would take to replace the UPS unit (estimated at \$25,000+). Buildings and Grounds staff are not positive the UPS caused the issue but based on their investigation and tests of other equipment, do believe the UPS causing the issue. Discussion followed.

**Exterior Masonry Repairs at Oneida County Courthouse:** Brunette noted it is necessary to make repairs to the exterior of the historic part of the Courthouse building and the estimator made a site visit last week. She shared photos of work areas, noting the work requires a lift. In addition, caulking needs to be done outside of the Buildings & Grounds Department window as water is seeping in and causing deterioration to the exterior stucco. She felt both projects could be done at once to reduce costs. She expects expenses will not exceed the \$23,000 quote. There are funds in the major renovation account to cover these costs.

**2016 budget:** The County Clerk provided insurance quotes she has received from three companies for review. She noted the amounts included in the budget are only estimates. Quotes will also be sent to the County's Risk Manager for review and recommendation. Sorenson felt the budget figures are very close to quotes. Bartelt noted some quotes won't cover all policies; WCMI covers all policies.

Cushing noted, in all his years on the County Board, this was the most finely orchestrated budget cycle. He thanked Sorenson and the CIP Committee for their work. He also felt it was a wise idea from Mott to send out the budget survey as it helped get buy-in from department heads. He felt the recommendation for a 5% cut went smoothly and professionally. There are now tools in place for the future to continue on the same road. Mott also thanked Sorenson for her work. Discussion followed.

Sorenson, in reviewing the budget, found an oversight in the Circuit Court Branch II budget (public charges: court appointed attorneys). Sorenson suggested decreasing to \$10,000 to

match expenses. Motion by Cushing/Paszak to change the Circuit Court Branch II public charges by reducing to \$10,000. All ayes; motion carried.

The budget is currently \$76,734 under the levy limits. The levy change is +1.86% which includes the ambulance change (\$237,000). Rate is 2.35% which is an additional \$3/\$100,000 home. Discussion followed.

Sorenson provided handout regarding carry forward of unused levy for review. The difference of what was levied and what could be levied can be carried forward for up to five years. This became effective in 2015. If adjustment is more than 5% of gross levy, only 5% can be carried forward. Funds cannot be carried forward if the general obligation debt did not increase.

**Public comment/communications:** None.

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

- Review survey results, insurance proposals, 2016 budget, efficiency report (Dec.)
- Next meeting: 11/9/15 at 9:30 a.m.

Cushing excused at 11:31 a.m.

**Adjournment:** Motion by Mott/Paszak to adjourn 11:33 a.m. All ayes; motion carried.

Respectfully submitted,



Kerri Ison, Recording Secretary



David Hintz, Chair

