

**Administration Committee
November 9, 2015
Minutes**

Present: Chairman David Hintz, Ted Cushing, Robb Jensen, Bob Mott and Sonny Paszak.

Others present: Brian Desmond (Corporation Counsel), Kris Ostermann (Treasurer), Lynn Grube (ITS), Margie Sorenson (Finance), Lisa Charbarneau (LRES) 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 Cushing/Paszak to approve the amended agenda for today with the order of items at the Chair's discretion. All ayes; motion carried.

Approve minutes: Motion by Jensen/Cushing to approve the minutes of 10/6/15, 10/7/15, 10/8/15, 10/12/15 and 10/20/15 as presented. Ison provided clarification regarding worker's compensation expenses/revenue statement on page 2 of the 10/6/15 minutes. Discussion followed. All ayes; motion carried.

Out-of-county/state travel: Mott requested approval to attend the Governor's Northwoods Summit in Trego, WI on 12/1/15. Request includes mileage, meals and lodging. Motion by Paszak/Hintz to approve the out-of-county travel request as presented. All ayes; motion carried.

Request for outside counsel for Board of Adjustment: The Board of Adjustment is requesting authorization for outside counsel related to Marshfield Clinic issue being appealed since the conditional use permit (CUP) application was denied for a new clinic in the Minocqua/Woodruff area. Motion by Cushing/Mott to approve the request for outside counsel for the Board of Adjustment related to the Marshfield Clinic expansion CUP denial. Discussion followed regarding need, cost, etc. Desmond discussed the process and noted an attorney is there to provide legal assistance/guidance. He stressed he is not here (today) as a Board of Adjustment representative. Lengthy discussion followed. All ayes; motion carried. Discussion continued. Committee members would like an update of the case as it proceeds. All ayes; motion carried.

Release for Red Arrow from Ponsse Land Sale Conditions: Recently the County Board approved the sale of approximately seven acres from Ponsse to Red Arrow Products to increase the size of their manufacturing facility in the Economic Development Park. In 2002 Ponsse purchased property from Economic Development. At that time, the County/City signed an agreement that Ponsse would create a certain number of jobs as part of an economic development package. The agreement was recorded with the Register of Deeds and now the agreement turns up as an exception on the title. Red Arrow has asked the City/County to sign this release stating they are not subject to the terms of Ponsse purchase. Motion by Mott/Paszak to approve the release for Red Arrow from the Ponsse land sale conditions. All ayes; motion carried.

Insurance:

- Aging and Transit Commission reimbursement contract: The contract is for reimbursement from the Transit Commission to the Department on Aging for transportation dollars. Insurance is not required for reimbursement, therefore a waiver is requested.
- Centerra contract for Firing Range: Contract is for Centerra, a security firm, to use the firearms shooting range maintained by Sheriff's Department. Insurance coverage provided includes \$5 million commercial general liability/\$5 million each occurrence, \$1 million damage to premises, \$5 million personal advertising, general aggregate, products and automobile. \$1 million/accident/employee for worker's compensation and \$1 million policy limit. All limits are well above statute requirements for the State.

Motion by Jensen/Paszak to approve the County's Risk Manager's recommendations for the Aging Transit Commission reimbursement and Centerra firing range contracts. All ayes; motion carried.

Vouchers, reports, purchase orders and line item transfers:

County Clerk:

- Motion by Cushing/Mott to approve the Clerk's bills as submitted. All ayes; motion carried.
- Hintz discussed the filling of the Law Enforcement Grievance Committee.

Treasurer:

- Motion by Cushing/Hintz to approve the Treasurer's vouchers and bills as submitted. All ayes; motion carried.
- Ostermann reviewed the statement of cash and discussed delinquent tax charges and the foreclosure process. Motion by Cushing/Paszak to receive the statement of cash for the month of October 2015. All ayes; motion carried.
- Ostermann reviewed the Treasurer's long-range plan. Motion by Mott/Cushing to approve the Treasurer's long range plan. All ayes; motion carried.

ITS:

- Motion by Cushing/Mott to approve the ITS bills. All ayes; motion carried.
- Grube noted upon budget approval at County Board she would like to spend 2016 funds in 2015. (1) Switch internet providers from Frontier to Charter; increased speed with larger "tunnel" to handle surveillance data. Estimated cost: \$20,000. (2) Purchase SANS server (approved as 2016 capital improvement project as surveillance data must be kept 121 days by state law). Estimated cost: \$20,000 to come from surveillance funds. Discussion followed. Motion by Cushing/Paszak to approve early purchasing of ITS equipment as outlined. All ayes; motion carried.
- Grube discussed changes to the telephone system and 911 compatibility issues.

Finance:

- Motion by Cushing/Paszak to approve the Finance bills and blanket purchase orders as presented. All ayes; motion carried.
- Motion by Cushing/Jensen to receive the general investment summary dated 9/30/15. All ayes; motion carried. Hintz suggested meeting with investment companies after the first of the year.

- Motion by Mott/Paszak to approve line item transfers for Planning and Zoning/Contingency, Forestry and Social Services as presented. All ayes; motion carried.

2016 Budget:

- Hintz referenced budget article in recent Northwoods River News.
- Mott noted he will request giving a cost of living increase to 24 red circled employees (.73% in lump sum) amounting to \$11,000 and would also like to begin funding an account to implement merit increases (lump sum). Lengthy discussion followed. Charbarneau noted the original pay plan was developed with 11 steps (steps were added as necessary) and higher than average wages. The new pay scale began with an average wage. Mott expressed a desire to give something to those at the end of the step scale. Discussion continued.
- Sorenson indicated the budget packet was provided in the County Board mailing. The budget is currently \$96,000 under the levy limits. Any changes would change the mil rate and tax rate.
- Discussion followed regarding health insurance cost changes.
- General budget discussion followed.

Budget survey results: Hintz feels the ideas given in the survey need to be considered appropriately. Cushing suggested re-establishing the Efficiency Team to look at the survey results, update the efficiency report, discuss merit pay and red circled employee compensation. Committee members concurred. The item will be placed on the next agenda.

Public comment/communications: None.

Items to be included on next agenda:

- The next Administration Committee meeting was scheduled for 12/14/15 at 9:30 a.m.
- Re-establish Efficiency Team, Safety Program/Safety Committee.

Adjournment: Motion by Paszak/Jensen to adjourn at 11:22 a.m. All ayes; motion carried.

Respectfully submitted,



Kerri Ison, Recording Secretary



David Hintz, Chair