

**Administration Committee
January 11, 2016
Minutes**

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

Others present: Brian Desmond (Corporation Counsel), Mary Bartelt (County Clerk), Kris Ostermann (Treasurer), Marie Thompson (ITS), Margie Sorenson (Finance Director), Supervisor Bill Freudenberg and Alan VanRaalte, and Kerri Ison (Recording Secretary).

Call to order and Chairperson's announcements: Chairman David Hintz called the meeting to order at 9:33 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. There were no announcements.

Approve agenda: Motion by Jensen/Mott to approve today's agenda with the order of items at the Chairperson's discretion. All ayes; motion carried.

Approve minutes: Motion by Paszak/Cushing to approve the minutes of 12/14/15 as presented. All ayes; motion carried.

Out-of-state/out-of-county travel request(s): Cushing submitted request to attend the WCA Legislative Exchange in Madison, February 1-3, 2016. Cushing, Hintz and Jensen will attend. Motion by Hintz/Paszak to approve the out-of-county travel request as presented. All ayes; motion carried.

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

- a. Aging/Headwaters 2016 transportation contract: Risk Manager recommends \$1 million general liability and bodily injury/property damage, \$1 million auto insurance with combined single limit of \$1 million person/accident and statutory worker's compensation coverage.
- b. Aging/Transit 2016 reimbursement contract: Risk Manager recommends a waiver of insurance requirements.
- c. Authorize.net agreement (ability to process credit card payments): Risk Manager recommends \$1 million comprehensive general liability and \$1 million bodily injury/property damage coverage.

Motion by Mott/Paszak to approve the County's Risk Managers recommendations concerning insurance for the three stated items. All ayes; motion carried.

Vouchers, reports, purchase orders and line item transfers:

County Clerk:

- Bartelt reviewed vouchers in detail. She discussed the repair of a communications tower located at the Law Enforcement Center. Motion by Cushing/Hintz to approve the Clerk's bills as presented. Discussion followed. All ayes; motion carried.
- Bartelt discussed monies and securities coverage. The County had this coverage through the Local Government Property Insurance Fund (LGPIF) under the buildings/property policy. Coverage includes items such as embezzlement, damage to outside cameras, vandalism, etc. The County now has coverage with Aegis who wishes to move this coverage to the crime policy. The premium is \$403 for \$350,000 of inside/outside coverage with a \$500 deductible. Discussion followed regarding reason why the policy should be moved and why there is an

additional premium. Committee felt clarification is needed. Bartelt will contact Aegis and report back to Committee in February.

Treasurer:

- Motion by Cushing/Paszak to receive the statement of cash account for December. All ayes; motion carried.
- Motion by Cushing/Jensen to approve the Treasurer's bills as presented. All ayes; motion carried.

ITS:

- Motion by Cushing/Paszak to approve the ITS bills as presented. All ayes; motion carried.
- Motion by Cushing/Jensen to approve the blanket purchase orders as outlined. All ayes; motion carried.
- Motion by Hintz/Mott to approve the line item transfers for ITS as presented. All ayes; motion carried.

Finance:

- Motion by Jensen/Paszak to approve the Finance vouchers and blanket purchase orders as presented. All ayes; motion carried.
- Discussion followed regarding investments and option to invest with other entities. Motion by Cushing/Hintz to receive the 11/30/15 general investment summary. All ayes; motion carried.
- Sorenson presented the following line item transfers for approval: Sheriff's Department, Highway Department, Medical Examiner, Department on Aging, Veterans Service Office, Public Health, Buildings and Grounds, Emergency Management, Social Services, UW-Extension and Land Information. Lengthy discussion followed regarding the line item transfers for Medical Examiner and Emergency Management.
 - Motion by Cushing/Jensen to deny the Emergency Management state-aid emergency government/other capital equipment line item transfer. Discussion followed. Roll call vote: Ayes: Cushing, Jensen and Hintz. Nay: Paszak and Mott. Motion carried. Paszak requested Korten Hof attend the next meeting to explain. Sorenson will notify Korten Hof of denial and to attend the next meeting.
 - Motion Cushing/Paszak to approve the remaining line item transfers as presented. All ayes; motion carried.
 - Sorenson noted the Committee gets overwhelmed with stacks of paper for line item transfers, especially at the end of the year. She offered to bring copies of the out-of-ordinary/large transfers and eliminate the copies for the smaller expense to expense transfers. Motion by Hintz/Paszak that Sorenson use some judgment as to which line item transfers should be seen by Administration Committee for approval. All ayes; motion carried.
- Motion by Cushing/Mott to approve the resolution for line item transfers and forward to County Board for their consideration. All ayes; motion carried.

Application to Board of Commissioners of Public Lands for loan to refinance Human Service Center loan dated December 2, 2002: Sorenson submitted resolution to refinance the Human Service Center loan, saving \$18,000. There is no fee and the bond consultant will assist the County at no charge. Discussion followed. Motion by Cushing/Mott to approve the resolution for the application to the Board of Commissioners of Public Lands for a loan to refinance the Human Service Center loan dated 12/2/02 and forward to the Board for approval. All ayes; motion carried.

Recreational Trail Subcommittee: During the hiring process of the UW-Extension CNRED agent, Jensen spoke with Kim Simac, FSA Representative to their committee, regarding trails. It was noted Vilas County has a committee made up of representatives from the following areas: County Board, Parks, Forestry, ATV/UTV, bike/pedestrian, equestrian and business who meet to work on trail development. Jensen felt perhaps a similar group could be formed in Oneida County that could fall under the Tourism Council (or other county committee). This seems to be a great way to bring all of these organizations together to work in a positive manner to benefit Oneida County. Cushing noted the Tourism Council is very busy noting it is their job to publicize the trails. He felt it should be under a committee with more authority (i.e. Forestry). Mott noted these representatives attend the Forestry meeting each month. Lengthy discussion followed. Committee felt the idea should be presented to the Forestry Committee and request that Kim Simac attend.

Special project listing/priorities: Mott requested this item be tabled to the February meeting. Jensen will meet with Mike Romportl and report back regarding the Efficiency Team at the next meeting.

Closed session: It is anticipated that the Committee may meet in closed session pursuant to Wisconsin Statutes, Section 19.85(1)(g), conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. (Topic: Logging on Tax Delinquent Lands). Motion by Jensen/Paszak to enter into closed session as described. Ayes: Cushing, Jensen, Paszak, Mott and Hintz. Motion carried. Desmond and Ison remained.

Return to open session: A roll call vote was taken to return to open session. Ayes: Cushing, Jensen, Paszak, Mott and Hintz. Motion carried.

Announcement of any action taken in closed session: Chairman Hintz announced, in closed session, a motion was brought forward, seconded and approved to seek enforcement action against parties that logged tax delinquent properties without a permit.

Items to be included on next agenda:

- Special project listing/priorities, update on Recreational Trail Subcommittee, update on Highway facility, County Safety Program.
- Next meeting: 2/8/16 at 9:30 a.m.

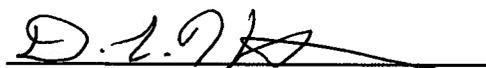
Public comment: Mott informed the Committee of the recent passing of County Conservationist, Jean Hansen.

Adjournment: Motion by Jensen/Cushing to adjourn at 11:25 a.m. All ayes; motion carried.

Respectfully submitted,



Kerri Ison, Recording Secretary


David Hintz, Chairperson