

**Administration Committee
February 8, 2016
Minutes**

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

Others present: Linda Conlon (Health Department), Brenda Behrle (Clerk of Courts), Kris Ostermann (Treasurer), Jack Flint (ITS), Margie Sorenson (Finance), Ken Kortenhof (Emergency Management), Freeman Bennett (Highway) and Kerri Ison.

Call to order and Chairperson's announcements: 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. There were no announcements.

Approve agenda: Motion by Mott/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/Hintz to approve the minutes of 1/11/16 as presented. All ayes; motion carried.

Out of state/county travel requests: Conlon presented request for Rob Deede, Preparedness Coordinator, to attend the NACCHO Preparedness Conference to be held 4/19-22/16 in Dallas, Texas. Conference fees and related travel expense are fully funded by scholarship. Motion by Mott/Jensen to approve the out-of-state travel request. All ayes; motion carried.

Clerk of Courts Office - decreased revenues: Behrle was present as a follow up from budget hearings regarding decreased revenues in the Clerk of Courts office. She provided/reviewed handouts detailing revenues. Discussion followed. Sorenson provided actual revenue detail for the past five years noting a 25% decrease in revenues. Behrle noted the state share has increased, case filing are down and changes have been made to probation pays—now being made through the court system. Jensen noted that since Oneida County is an "aging" county, it stands to reason that as a person ages, better decisions are made resulting in fewer violations. Discussion followed. Behrle noted this is a statewide issue, not just Oneida County. Collection efforts used include tax intercept, bench warrants, payment plans and collection agency. Suggestions were made to increase revenue which included changes to County ordinances. Committee asked that Behrle return after the first quarter with another update. Sorenson noted the department is strictly regulated by the state.

Vouchers, reports, purchase orders and line item transfers:

County Clerk:

- Motion by Cushing/Mott to approve the County Clerk's vouchers as presented. All ayes; motion carried.
- Monies and securities coverage tabled to next regular meeting.

Treasurer:

- Motion by Mott/Jensen to approve the Treasurer's vouchers as presented. All ayes; motion carried.

ITS:

- Motion by Cushing/Hintz to approve the ITS bills as presented. All ayes; motion carried.

- Flint discussed issues with VDI and Frontier service.
- Flint provided list of departmental accomplishments and reviewed in detail.

Update on Highway Facility: Bennett noted the Highway Department has updated everything of high importance on the safety list. The air exchanger is operational in the front shop to bring in fresh air; however, it is not efficient as it's not heating the air as it comes into the building. The diesel exhaust tubes are operational, a brine tank has been completed and the electrical system has been upgraded. There is still more to do—i.e. install garage door openers with sensors. Estimates have been received for the engineering to complete heat/air exchange system and ventilation upgrades. Discussion was held regarding lighting at the Monico Shop.

Finance:

- Korten Hof was present to discuss the line item transfer which was denied at the February meeting. He presented a new line item transfer to use only funds needed for repeaters; remaining balance to go to the general fund. Motion by Cushing/Jensen to approve the line item transfer as presented with remaining funds going to the general fund. Lengthy discussion followed regarding the ability to carry forward funds for specific projects. All ayes; motion carried.
- Motion by Jensen/Mott to approve the vouchers and purchase orders as presented. All ayes; motion carried.
- Motion by Cushing/Jensen to approve the line item transfers for 2015 as presented. All ayes; motion carried.
- Motion by Cushing/Mott to approve the 2016 line item transfer. All ayes; motion carried.
- Motion by Cushing/Hintz to receive the general investment report. All ayes; motion carried.
- Sorenson reviewed the 2015 and 2016 Finance long-range departmental plans in detail. Discussion followed. Motion by Jensen/Hintz to accept the annual goals and long-range departmental plan for Finance. All ayes; motion carried.
- Sorenson provided proposed list of investment companies to make presentations to this committee regarding investing of county funds. Lengthy discussion followed. Sorenson will contact companies to make presentations in March or April.

Cushing excused at 11:30 a.m.

- Sorenson provided list of items causing the need for contingency carry forward from 2015 to 2016. She is suggesting \$100,000 be carried forward to avoid using general fund monies in January and to help protect Oneida County's bond rating. Lengthy discussion followed. There is a restriction on the contingency fund that no more than 10% of an original budget can be approved for use by the Administration Committee. Above 10% must be approved by the full county board. Lengthy discussion followed regarding oversight. Motion Hintz/Jensen to authorize \$100,000 carry-forward from the contingency fund of 2015 to the contingency fund of 2016. All ayes; motion carried.

Update on Recreational Trail Subcommittee: Jensen shared information regarding the discussion with the Forestry Committee regarding the potential Recreational Trail Subcommittee. The Forestry Administrator perceived more challenges than Jensen anticipated such as additional expenses of new trails. The Forestry Department currently works with the recreation user groups and issues should be referred to the department so that issues/concerns are directed to one place. Snowmobile clubs are already organized and ATV/UTV groups are

working to be organized. The Forestry Department should oversee a trails committee, if established. Jensen noted representatives from Vilas County were unable to attend the meeting, but plan to attend the April Forestry Committee meeting. Jensen felt additional information is needed for the Forestry Committee to make an informed decision. Discussion followed.

It was the consensus of the Committee to table agenda Items 7, 9 and 11 to a future meeting.

Mott discussed the breaking out of comments from employee suggestions to be discussed at the next meeting.

Items to be included on next agenda:

- Special meeting: 2/15/16 at 9:30 a.m. (Efficiency Team discussion, Special project listing/priorities, County Safety Program)
- Regular meeting: 3/7/16 at 9:30 am
- Special meeting 3/29/16 at 1:00 pm. (Investment Company presentations)

Public comment/communications: None

Adjournment: Motion by Hintz /Mott to adjourn at 12:00 pm. All ayes; motion carried.

Respectfully submitted,

Kerri Ison, Recording Secretary

David Hintz, Chair