

**Administration Committee
July 12, 2016
Minutes**

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

Others present: Brian Desmond (Corporation Counsel), Mary Bartelt (County Clerk), Lynn Feldman (UWEX), Nancy Gehrig and Theresa Seabloom (Oneida County Fair), Kris Ostermann (Treasurer), Jack Flint (ITS), Brenda Behrle (Clerk of Court), Daleth Mountjoy (media) and Kerri Ison (recording secretary).

Call to order: Chairman David Hintz called the meeting to order at 10:30 a.m. in the First Floor Conference Room of the Oneida County Courthouse. The meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible.

Approve agenda: Motion by Cushing/Mott to approve today's amended agenda. All ayes; motion carried.

Approve minutes: Motion by Jensen/Cushing to approve the minutes of 6/13/26, 6/21/16 and 6/29/16. All ayes; motion carried.

Out-of-state / out-of county travel requests: None.

Contract review policy: Desmond reviewed the contract approval procedure and shared comments received from department heads. He noted this is a living document which will streamline the contract approval process and increase efficiency for his staff. Lengthy discussion followed regarding efficiency, signatories, etc. Motion by Cushing/Jensen to go ahead with the new contract review process, see how it works and review after 6 months to see if changes are needed. Discussion followed. Fried voiced concern about communication with department heads. The policy will be implemented and discussed again at the next department head meeting. Ayes (4), Nay (1). Motion carried.

Municipal property appraisals: Desmond attended the Association of County Corporation Counsel's conference and participated in a presentation regarding the importance of property appraisals (buildings, park structures, contents, etc.). The accuracy and timeliness of appraisals will assist at a time of loss with up-to-date values and may also save on insurance costs. Discussion followed. Desmond will provide copies of presentation to committee members for review.

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

- PMA contract: Desmond noted PMA's insurance company is unwilling to provide a certificate insurance listing appropriate levels on insurance coverage. PMA indicated they will provide such certificate through their insurance company. Discussion followed.

Motion by Cushing/Jensen to approve the Risk Manager's recommendation on the PMA contract where PMA will get the information from the insurance company and provide to the County. Discussion followed. All ayes; motion carried.

Oneida County Fair Native American demonstration approval: Feldman noted the Fair plans to have a Native American dance demonstration/Pow Wow at the 2016 Oneida County Fair. There are 11 separate dancers and funding is coming from three area tribes. Because funds will be funneled through the Fair accounting, each performer would require a contract. Feldman has worked with Corporation Counsel and the County Risk Manager regarding this issue. The Risk Manager indicated this is a low risk entertainment and recommended a contract waiver. The performers are required to return a W-9 in order to receive payment. Gehrig provided additional background information. Discussion followed. Motion by Cushing/Mott to approve the contract waiver for the Native American dancers to perform at the Fair. All ayes; motion carried.

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

County Clerk:

- Motion by Cushing/Mott to approve the County Clerk's bills and vouchers as presented. All ayes; motion carried.
- Bartelt provided Efficiency Team survey report for the County Clerk and reviewed in detail. Discussion followed. Motion by Cushing/Jensen to approve the Efficiency Team study and forward to the Efficiency Team for review. All ayes; motion carried.
- Bartelt provided Efficiency Team survey report for the insurance budget and reviewed in detail. Motion by Jensen/Cushing to accept the Efficiency Team study and forward to the Efficiency Team for review. All ayes; motion carried.

Treasurer:

- Motion by Cushing/Jensen to approve the Treasurer's bills as presented. All ayes; motion carried.
- Motion by Cushing/Jensen to receive the statement of cash for June. Discussion followed. All ayes; motion carried.
- Motion by Cushing/Mott to approve the 2017 LTE staffing request as presented. All ayes; motion carried.
- Ostermann reviewed the Efficiency Team questionnaire and rankings which were provided in Committee packets. Motion by Cushing/Hintz to approve the Treasurer's Efficiency Team questionnaire and forward to the Committee. All ayes; motion carried.

ITS:

- Flint provided handout regarding the Courthouse Wi-Fi project which included timeline and estimated costs. Behrle noted the state mandate deadline for Oneida County is 12/1/16. Discussion followed regarding current access points, speed of new system, users, installation vendor, funding source, etc. Motion by Cushing/Hintz to approve \$52,920 for installing Wi-Fi throughout the Courthouse. Discussion followed. All ayes; motion carried.
- Motion by Cushing/Mott to approve ITS bills, blanket purchase orders and an employee voucher. All ayes; motion carried.
- Flint provided the Efficiency Team survey response and reviewed in detail. Discussion followed. Motion by Cushing/Jensen to approve the Efficiency Team survey by ITS and forward to that Committee. Jensen commended Flint for his help in putting together the spreadsheet. All ayes; motion carried.
- Flint provided draft of ITS purchasing policy for review. This will be discussed at a future meeting.

Finance:

- Motion by Jensen/Cushing to approve the Finance bills as presented. All ayes; motion carried.
- Sorenson provided the Finance Efficiency Team report and reviewed in detail. Discussion followed regarding purchasing. Motion by Cushing/Fried to approve the Finance Department's Efficiency Team report and forward to the Committee. All ayes; motion carried.
- Sorenson provided County Board Efficiency team report and reviewed in detail. Discussion followed. Motion by Cushing/Jensen to approve the County Board Efficiency Team report and forward to the committee. All ayes; motion carried.
- Motion by Cushing/Hintz to accept the general investment summary dated 5/31/16.

2017 budget guidelines: Budget guideline letter was provided in committee packets. Sorenson reviewed in detail noting there isn't much change from last year. She estimates an increase in worker's compensation premium to be \$100,000. Discussion followed regarding sales tax revenue and state inmate revenue. Sorenson provided original memo for Administration Committee signature and will forward to department heads. Budget hearings will be held 10/10-11-12/16. Lengthy discussion followed regarding the budget process.

Update on Efficiency Team: Nothing further at this time.

Public comment/communications: Mott questioned waiving a one-time fee for a township liquor license. Sorenson suggested contacting the Wisconsin Towns Association.

Items to be included on next agenda:

- PMA contract, Wi-Fi resolution.
- 8/9/16 @ 9:30 a.m.

Adjournment: Motion by Jensen/Hintz to adjourn at 1:09 p.m.

Respectfully submitted,

Kerri Ison

Kerri Ison, Recording Secretary

D. Hintz

David Hintz, Chair