

**Administration Committee  
June 8, 2015  
Minutes**

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

**Others present:** Brian Desmond (Corporation Counsel), Linda Conlon (Health Department), Mary Bartelt (County Clerk), Kris Ostermann (Treasurer), Lynn Grube (ITS), Margie Sorenson (Finance), Bill Freudenberg (Supervisor) and Kerri Ison (recording secretary).

**Call to order:** Vice Chair Ted Cushing 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 Mott/Paszak to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried.

**Approve minutes:** Motion by Jensen/Paszak to approve the minutes of 5/11/15 as presented. All ayes; motion carried.

**Out-of-county/state travel requests:**

- Community Health Specialist Waksmonski (Health Department) to attend Public Health Improvement Training Conference in New Orleans 6/7-10/15. Expenses are covered by scholarship and grant funding. Motion by Paszak/Mott to approve Waksmonski's out-of-state travel request as presented. All ayes; motion carried.
- Health Department Director Conlon to speak at Leading and Championing Performance Improvement Workshop in Bismarck, North Dakota on 6/9-10/15. Expenses are covered by NACCHO. Also, attend American Public Health Association training as WI Public Health Association president-elect in Washington, DC on 6/12-18/15. Expenses are covered by the APHA. Motion by Jensen/Paszak to approve Conlon's out-of-state travel requests as presented. All ayes; motion carried.

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

- Desmond presented agreement for Oneida County to use Holy Family Church in Minocqua as a senior dining site since the Lakeland Senior Center recently burned down. Risk Manager recommends waiving the insurance requirements. Motion by Jensen/Paszak to waive the insurance requirement for Oneida County to use Holy Family Church as a senior dining site. All ayes; motion carried.

**Review Options for Veterans Service Office Committee/Commission:** Desmond presented ordinance amendment revising the General Code of Oneida County Sections 1.20, 2.31, 2.51 and 2.54 to reflect the Social Services Committee becoming the oversight committee for the Veterans Service Department. He reviewed draft ordinance in detail. Discussion followed. Motion by Mott/Paszak to send the ordinance amendment to County Board for their approval. Discussion followed. All ayes; motion carried.

**Update on Highway Evaluation Subcommittee:** Cushing indicated Hintz expressed desire to hold a special County Board meeting on 7/21/15 to address the Highway Facility/Kwik Trip offer.

Mott noted a “yes” vote would have the County pursue the Kwik Trip offer and “no” would not pursue the offer and look at other options. Jensen noted a “yes” vote does not mean a new building, but only to pursue the offer. Discussion followed. A PowerPoint presentation regarding costs of new building/remodel would be given, along with public comment and possibly a closed session. Other issues such as bonding, bid letting, committee term, TIF district, etc. would also be discussed. Lengthy discussion followed. Motion by Cushing/Jensen to recommend holding a July special County Board, called by Chairman Hintz with his determination of morning or evening, with the highway facility/Kwik Trip offer being the only agenda item. All ayes; motion carried.

Jensen indicated the Highway Facility Subcommittee met twice to discuss options for a new facility and finalize costs, currently estimated at \$10 million. The Subcommittee has also looked at remodeling to the west of current facility, estimated at \$5.5 million or expanding to the east at an estimated cost of \$2-\$3 million. Another meeting will be held on 6/15/15 to finalize estimated costs, advantages/disadvantages of all three options and then forward to the Highway Facility Evaluation Committee for review.

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

##### County Clerk:

- Motion by Paszak/Jensen to approve the bills and blanket purchase orders as presented. All ayes; motion carried.
- Bartelt reported the office has received dividend check in the amount of \$30,000 from Secura. An additional \$15,000 was also audited off of the worker’s compensation premium.
- Bartelt reported maintenance was done on the postage meter at a cost of approximately \$600. It was noted the current meter will be decertified at the end of 2016 making it necessary to replace the machine.
- Bartlet submitted a Capital Improvement Program request to replace the postage meter in 2016. Figures represented are from a former rental quote from Pitney Bowes. Committee suggested Bartelt poll other counties to see how mail is handled in their county and what postage machine vendors are used. Motion by Mott/Paszak to add the postage machine to the CIP budget for the coming year. Discussion followed. All ayes; motion carried.

##### Treasurer:

- Motion by Cushing/Mott to approve the vouchers/bills as presented. All ayes; motion carried.
- Motion by Jensen/Paszak to accept the statement of cash for the period ending 5/31/15. All ayes; motion carried.
- Ostermann noted a bid for environmental services (opened at last meeting) was put in wrong bin and was not opened. As the bid was not late, she opened the bid from End Point Solutions, Franklin WI: \$990/parcel. Motion by Mott/Paszak to reject the environmental screening bid from End Point solutions. All ayes; motion carried.

##### ITS:

- Motion by Paszak/Jensen to approve ITS bills as presented. All ayes; motion carried.
- Grube discussed possible ways to distribute IT costs including charging for department-specific hardware/software maintenance costs or consumables. She provided a handout regarding hardware/software maintenance costs for individual departments as well as a list of the capital improvement requests, noting there is a \$33,000 increase in

maintenance agreement costs for 2016. Discussion followed. Lengthy discussion continued regarding pros/cons and ideas for distributing such costs.

**Finance:**

- Motion by Jensen/Paszak to approve the vouchers and blanket purchase orders as presented. All ayes; motion carried.
- Motion by Cushing/Jensen to approve line item transfers for the Sheriff's Department, Social Services, UW-Extension, Forestry, Register of Deeds and Public Health as presented. All ayes; motion carried.
- Sorenson is currently working with the Actuary regarding retiree health.
- Motion by Cushing/Paszak to recognize receipt of the general investment summary for the period ending 5/20/15. All ayes; motion carried.
- Sorenson emailed Werner at Frontier regarding taxes on the telephone invoices and received no response. She noted the check that was to be issued for the credit owed to Oneida County has been given as a credit on the account. This was not what was agreed to/promised. Lengthy discussion followed. The Committee felt a letter should be drafted and sent to Frontier reiterating the request that a check be issued for the credit (as promised at the last meeting). Motion by Jensen/Paszak that, on behalf of the Administration Committee, a response to Frontier regarding not following through on the \$11,346 check be drafted for Hintz's review and signature. All ayes; motion carried. Sorenson/Grube will draft letter for signature.

**Public comment:** None.

**Items for next agenda:**

- Lakeland Senior Center funding update, CIP update, Frontier credit update, Frontier sales tax update.
- The next Administration Committee meeting was scheduled for 7/13/15 at 9:30 a.m.

**Adjourn:** Motion by Paszak/Mott to adjourn at 11:09 a.m.

Respectfully submitted,

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Kerri Ison, Recording Secretary

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Ted Cushing, Vice Chair