

Administration Committee
June 9, 2014
Minutes

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

Others present: Joe Brauer (Airport Manager), Brian Desmond (Corporation Counsel), Bill Barnes (Secura), Mary Bartelt (County Clerk), Kris Ostermann (Treasurer), Lynn Grube (ITS) and Kerri Ison (recording secretary).

Call to order: Chairman Hintz called the meeting to order at 9:30 a.m. in Committee Room #2 of the Oneida County Courthouse noting the meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting Law.

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

Approve minutes: Motion by Paszak/Jensen to approve the minutes of 5/8/14, with the correction to Paszak's last name listed in "committee members present". All ayes; motion carried.

Out-of state/county travel: None.

Airport budget revision: Joe Brauer, Airport Manager, noted in 2013 the City of Rhinelander imposed a storm water assessment fee. Over a two-year period the Airport requested \$45,000 from both the City and County to cover this fee. Brauer applied for, and received, a storm water credit through the State to offset the fee. He noted the City increased their administrative fee for payroll/insurance services and the Airport Commission approved taking the non-budgeted increase out of the storm water credit funds. The remaining \$32,750 will be refunded to the City (50%) and County (50%). Motion by Paszak/Jensen to approve the revision to the Rhinelander/OC Airport budget as discussed. All ayes; motion carried.

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

- Transit Commission: The Department on Aging is exploring the development of a bussing system and is working with an individual to create a Transit Commission. Insurance requirements: general and professional liability \$1 million; automobile - \$1 million for business/\$250,000 personal.

- MOU with Molina Healthcare of Wisconsin: The Health Department is contracting with Molina for Cloud version of accounting/scheduling software. Insurance waiver requested.
- Clean Agent Fire Suppression system proposal: Contract for fire suppression work in the Communications Room at the Sheriff's Department. Statutory worker's compensation limit; \$1 million for general liability, bodily injury, property damage/automobile single limit \$1 million per person, \$1 million per accident.
- 180 Degree Adventure: Adventure Race LLC holding a race event to be held at the Washburn trail the end of June. Insurance waiver recommended.

Discussion followed. Motion by Hintz/Paszak to accept the Risk Manager's recommendations as discussed. All ayes; motion carried.

Vouchers, reports, purchase orders and line item transfers:

County Clerk:

- *Presentation of Workman's Compensation dividend:* Bill Barnes reviewed claim history for past three years, cost, variables, etc. Discussion followed regarding budgeting, audit, etc. The dividend program provides a 15% flat dividend plus incentives dependent upon claims. Barnes presented a dividend check in the amount of \$33,056 to Hintz. He appreciates the support of this committee to the safety program and training for employees.
- *Dog program electronically-Oneidaview Pets:* Oneidaview Pets is a web-based database program through J. Mauel and Associates to track all licensed dogs in the County. The program eliminates the paperwork aspect of dog licensing and will help reunite lost pets with their owners. Eight municipalities in the County are already using this software in conjunction with their tax program. Information is imported into one database to be able to track animals. Data is stored for five years and can be backed up by the County. The fee for the program is \$750 per year for unlimited users, includes unlimited technical support, and could be covered by funds in the dog budget. Grube noted the County has used this company for several other programs with much success. Motion by Mott/Paszak to approve \$750 for the electronic dog program as discussed. All ayes; motion carried.
- *United Mailing Service (UMS) update:* Bartelt provided handout detailing services and savings (12-month period) for mail pickup services provided by UMS. Total savings was approximately \$5,400. Discussion followed.
- Bartelt reviewed vouchers in detail. Motion by Jensen/Paszak to approve the vouchers as presented. All ayes; motion carried.

Treasurer:

- Ostermann provided statement of cash reports for the periods ending 4/30/14 and 5/31/14. Discussion followed regarding investments. Motion by Paszak/Jensen to accept the statement of cash as presented. All ayes; motion carried.

ITS:

- Hintz noted a demonstration of the proposed electronic voting system will take place at the June County Board meeting. The Administration Committee has already approved the purchase of the system up to a cost of \$14,800 (it is included in the 2014 budget) but does not want to proceed with the purchase without the opinion of the Supervisors. Visibility is an issue which needs clarification. Lengthy discussion followed.
- Grube reviewed expenses in detail. Motion by Paszak/Mott to approve the ITS vouchers as presented. All ayes; motion carried.

Finance:

- Ison presented vouchers and blanket purchase orders for the Finance Department. Motion by Paszak/Hintz to approve the vouchers/purchase orders as presented. All ayes; motion carried.
- Motion by Paszak/Mott to approve the vacancy review waiver request for the Account Technician position in the Finance Department. Discussion followed. All ayes; motion carried.

Delineation of responsibilities County/Airport regarding UW-Extension: Mott voiced his concern regarding responsibilities for the UWEX at the Airport (i.e. physical upkeep, approval and cost of lease, physical environment, etc.). He is unable to find documentation listing these issues. It was noted the Airport is funded by the City (50%)/County (50%) and this funding split is a sensitive issue with the City of Rhinelander. Lengthy discussion followed. It was noted some of these questions may be answered at the CUW Committee meeting later today.

Grube noted UWEX is scheduled to receive a wireless access point later this year after the wireless connection is installed at the Health Department. This is expected to happen after the new phone system cut over takes place on 6/21/14. The new phone system could be installed at UWEX in the fall dependent upon funding. Funding options include use leftover funding from the 2014 phone project budget (if any), request from general fund, or wait until the 2015 budget (funds could be spent as early as November with Committee/County Board approval). Grube estimates the cost to be approximately \$25,000. She also noted that the wireless access point and new phone system are totally portable. Lengthy discussion followed. It was the consensus of the Committee to include the phone project expense for UWEX in the 2015 budget.

Secretarial support for Administration Committee: Hintz noted Ison is now working in County Clerk's office and will continue to provide secretarial support to this Committee.

Capital Improvement/Program Management Program project listing: Hintz noted the draft letter has been sent out for comment. The Finance Director is receiving feedback and will provide that information to the Committee at a later date.

County Coordinator/County Board size: Hintz noted a Subcommittee has been established and will meet at 9:30 a.m. on 6/10/14. Hintz reviewed agenda items to be covered looking at duties, cost, benefits, impact on work process and County Board size. This Subcommittee will report back to this Committee monthly and provide a final report at the August County Board meeting. Hintz expects to meet twice per month. Lengthy discussion followed.

Long range planning: Mott requested some time be set aside at a future meeting to discuss this item.

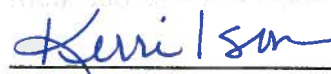
Public comment/communications: Mott noted there is an article in the WI Counties magazine regarding the value of UWEX and what they do. Mott expects that UWEX staff will provide an annual report at a future County Board meeting.

Items to be included on next agenda:

- Replacement of postage meter, delineation of responsibilities County/Airport regarding UW-Extension, cost of dog licensing.
- The next meeting was scheduled for 7/7/14 at 9:30 a.m.

Adjournment: Motion by Paszak/Mott to adjourn at 11:46 a.m.

Respectfully submitted,



Kerri Ison, Recording Secretary



David Hintz, Chair