

**Administration Committee**  
**June 11, 2012**  
**Minutes**

**Committee members present:** Chair David Hintz, Ted Cushing, Sonny Paszak, Jerry Shidell and Denny Thompson.

**Others present:** Brian Desmond, Tara Ostermann, Kris Ostermann, Roger Luce, Mike Romportl, Lynn Grube, and Kerri Ison.

**Call to order:** Call to order by Chairman Hintz at 9:30 a.m. noting the meeting has been properly posted and the facility is ADA accessible.

**Approve agenda:** Motion by Pazzak/Cushing to approve the agenda for today as presented. All ayes; motion carried.

**Approve minutes:** Motion by Cushing/Paszak to approve the minutes of 5/10/12 with a correction to the date. All ayes; motion carried. Motion by Shidell/Thompson to approve the minutes of 5/25/12 with a correction to the date change. All ayes; motion carried.

**Block Grant Housing Consortium** – Roger Luce, Oneida County Economic Development Corporation (OCEDC) was present to discuss the regionalization of the Community Development Block Grant (CDBG) program proposed by the State Department of Administration, Division of Housing (DOA/DOH). The DOA/DOH plans to set up regional consortiums to administer housing block grants for low to middle income residents for home repairs instead of the residents contacting their department. The program offers interest free loans -- usually \$10,000-\$25,000 in range-- with no payments until property is sold. Federal dollars from the Housing and Urban Development come to the State for allocation and now will be distributed by a regional CDBG office. Florence, Forest, Lincoln, Oconto, Oneida, Shawano Taylor and Vilas have agreed to make up a regional consortium with Langlade County leading the program. The City of Rhinelander offers block grants but only to city residents. By joining this consortium Oneida County residents would be eligible for block grant funds as well. Any loan made would funnel through the City of Rhinelander Housing Authority since they have been working with the program and have all procedures in place. Desmond circulated copy of resolution for review. Lengthy discussion followed. There is no cost to the county; administration fees are paid to lead agencies. Lengthy discussion followed. Motion by Cushing/Paszak to approve/forward resolution to County Board for consideration. Four ayes; one nay. Motion carried.

**Waivers of insurance:** None.

**Vouchers, reports and purchase orders:**

County clerk:

- Discussion was held on absentee ballots. Motion by Thompson/Paszak to approve election vouchers as presented. All ayes; motion carried.
- Motion by Cushing/Paszak to approve the vouchers as presented for the County Clerk. All ayes; motion carried.

- Bartelt presented resolution for county board for the amendments to the Oneida County General Code manuals through 3/20/12. Motion by Thompson/Cushing to forward the resolution as presented to the full County Board for consideration. All ayes; motion carried. Discussion followed. Committee asked Bartelt to investigate if a resolution is necessary, see if there is a more efficient way to handle the process and report back to this Committee.

Treasurer:

- Ostermann reviewed the In Rem process and provided a list of properties currently in the foreclosure process with recommendations on action to be taken. Desmond noted Rock County has put properties on hold in the past and Oneida County will follow the same procedure. Ostermann/Desmond/Romportl reviewed each property and a lengthy discussion was held regarding each property.

Motion by Cushing/Thompson directing the Treasurer's office and Land Information staff to take property NO 298 unless additional issues are discovered upon site visit. All ayes; motion carried. Motion by Cushing/Paszak to place property NO 298 on hold for further action if a problem is detected upon site visit. All ayes; motion carried.

Motion by Hintz/Paszak to accept the recommendations listed on the summary with the exception of HA1109 and NO 298 as they have been removed. All ayes; motion carried.

- Motion by Cushing/Thompson to approve the treasurer's vouchers as presented. All ayes; motion carried.
- Motion by Cushing/Thompson to accept the May Statement of Cash Account as presented. All ayes; motion carried.
- Departmental Information Document (DID) for the Treasurer was provided for review. Motion by Paszak/Cushing to accept the DID presented by the Treasurer. All ayes; motion carried.

Finance:

- Motion by Cushing/Thompson to approve the blanket purchase orders and vouchers for Finance. All ayes; motion carried.
- Motion by Thompson/Shidell to accept the general investment summary for the period ending 4/30/12 as presented. All ayes; motion carried.
- Sorenson worked with the WI Department of Revenue and was able to correct the levy limit error. At this point she believes the resolution approved at the May meeting is no longer valid and presented another resolution with the error language removed for approval. Discussion followed. Motion by Shidell/Cushing to forward the resolution to County Board, noting this resolution will replace the resolution approved at the May meeting. All ayes; motion carried.
- Sorenson reviewed the DID for Finance. Motion by Thompson/Paszak to approve the Finance Department DID as presented. All ayes; motion carried.

Cushing excused at 11:18 a.m.

ITS:

- Motion by Thompson/Paszak to approve the bill for ITS as presented. All ayes; motion carried.
- Network Analyst position application deadline is 6/11/12. Discussion followed regarding application/hiring process.
- Grube reported the Department on Aging (DOA) move went extremely well. Fiber optic cable has arrived to connect the Courthouse to the new building and WPS has given permission to install on their poles. Wireless connectivity has been installed for the second floor of the Courthouse and should be "live" by the end of the week. There will also be a cost savings for several large pieces of equipment planned for purchase this year. Lengthy discussion followed.

**Line item transfers:** Motion by Paszak/Shidell to approve the line item transfers for health insurance, elected officials, applied fund balance, and Sheriff's Department as presented. All ayes; motion carried.

**Resolution for line item transfers:** None

**2013 budget guidelines:** This Committee issues budget guidelines each year. Sorenson reviewed financial situation for consideration. Committee directed Sorenson to draft a letter with 0% increase and include pertinent information regarding levy constraints, efficiency opportunities, etc. A draft will be provided at the July meeting.

**Resolution and ordinance review alternatives:** Desmond posed issue to his list serve and most counties do have a committee review resolutions. An ordinance amendment is needed to reassign resolution and ordinance review duties. Motion by Shidell/Thompson to reassign duties of Administration Committee regarding resolutions and ordinance review to Corporation Counsel, Finance Director, and County Clerk. All ayes; motion carried. Discussion followed.

**Consent agenda discussion:** Desmond reviewed last six agendas and provided copy of Dane County Board of Supervisors agenda as an example. He also recommended

adding a line to the resolution form giving committee recommendation for consent agenda. Hintz will discuss issue with County Board Chair regarding moving this direction for County Board agendas. An ordinance amendment is necessary to make this change. Discussion followed.

**Out-of-county travel:**

Hintz/Cushing requested out-of-county travel to attend the WI Counties Association Act 10 update in Stevens Point on 6/25/12. Motion by Shidell/Paszak to approve the out-of-county travel request as presented. All ayes; motion carried.

**Efficiency Team report:** Sorenson reported the Efficiency Team recommended the efficiency opportunities be sent with budget guidelines. Sorenson reviewed information regarding county conservationist position, as discussed at the recent LRES meeting, in relation to department consolidation.

**Public comment:** None.

**Items to be included on next agenda:** The next meeting is scheduled for 6/15/12 at 9 a.m. Thompson will be excused. The next regular meeting is scheduled for 7/19/12 at 9:30 a.m.  
Items to be included: budget guidelines and waivers of insurance for fair contracts.

**Adjournment:** Motion by Paszak/Thompson at to adjourn 12:14 p.m. All ayes; motion carried.

Respectfully submitted,

---

Kerri Ison, Recording Secretary

---

David Hintz, Chair