

**Administration Committee
July 19, 2012
Minutes**

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

Others present: Mary Bartelt, Kris Ostermann, Margie Sorenson, John Bilogan, Lynn Grube, Linda Conlon and Kerri Ison.

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 Cushing/Thompson to approve the amended agenda as presented. All ayes; motion carried.

Approve minutes: Motion by Paszak/Thompson to approve the minutes of 6/11/12 and 6/15/12 as presented. All ayes; motion carried.

2013 budget guidelines: Hintz reviewed the budget process. The budget deadline for departments is 9/14/12 with budget hearings tentatively scheduled for the second week of October. Over a three-day period departments present budgets to the Administration Committee--during those hearings adjustments are made. The budget is then traditionally presented at a public hearing at the November County Board meeting. The last few years the contingency fund has been used to fund current activities-- this cannot continue indefinitely. Discussion followed regarding levy limits. Sorenson presented draft letter to be sent with budget instructions to all departments, agencies and county board members. Motion by Cushing/Thompson to approve the budget guidelines letter and to schedule the budget hearings for October 8-9-10, 2012. All ayes; motion carried. Discussion followed.

Recommendation from Forestry Committee to create a committee for Tribal-County Concerns: A request was submitted by the Forestry Committee to create a Committee for Tribal-County concerns. Discussion followed. Bilogan noted he was approached by the Lac du Flambeau tribe requesting to have a representative be a full voting member of the Forestry Committee. There are other tribes who have ceded territory in Oneida County and the request may spur additional tribal requests for representation. Bilogan requested a recommendation from the Administration Committee regarding this request. Discussion continued. There are only approximately 300 acres of seated territory in Oneida County and it was the Committee's consensus the request is related to the mining issue. The County just completed consolidation of committees in an effort to create efficiencies and cost savings; tribal members are welcome to attend the open meetings as is any member of the public. Discussion

followed. Motion by Thompson/Paszak to recommend not creating a Committee for Tribal-County Concerns. All ayes; motion carried.

Motion by Paszak/Thompson noting the consensus of the Administration Committee that additional members should not be added to the Forestry Committee or any other committee. All ayes; motion carried.

Waivers of insurance: John Bilogan presented two gravel crushing contracts--both have been reviewed by Corporation Counsel and Wiese and Associates. Motion by Cushing/Thompson to approve the waivers of insurance as presented. All ayes; motion carried.

Ison presented list of fair vendors requesting waivers of insurance which have been approved by Paul Wiese (Risk Manager). Motion by Cushing/Paszak to approve the waivers of insurance for the fair vendors including new non-food vendors that sign up prior to the fair. Discussion followed regarding liability insurance issue for vendors which included Mike Fugel, Assistant Corporation Counsel. Although Fugel has not been involved in Fair contracts, it is his opinion that Paul Wiese (Risk Assessor) wouldn't expose the County to more liability unnecessarily. It was decided to approve the waivers for the 2012 fair, however address the issue before next year's event. Sorenson noted the County incurs a worker's compensation premium for vendors who are paid over \$600 (i.e. entertainment vendors) amounting to approximately \$100/year. All ayes; motion carried.

Vouchers, reports and purchase orders:

County Clerk:

- Motion by Thompson/Cushing to approve the County Clerk's vouchers as presented. All ayes; motion carried.
- Bartelt reviewed the County Clerk's DID in detail. Motion by Cushing/Paszak to approve the 2012 DID for the County Clerk as presented. All ayes; motion carried.

Treasurer:

- Motion by Cushing/Paszak to approve the Treasurer's vouchers as presented. All ayes; motion carried.
- Ostermann reviewed the July statement of cash in detail. Discussion followed. Motion by Cushing/Paszak to approve the July statement of cash as presented. All ayes; motion carried.
- Ostermann presented a staffing request for 240 hour LTE for 2013. Discussion followed. Motion by Paszak/Cushing to approve the 2013 staffing request for a 240 hour LTE and forward to LRES. All ayes; motion carried.
- Ostermann updated the Committee on the in-rem foreclosure process. Discussion followed.

Finance:

- Motion by Cushing/Thompson to approve the blanket purchase order for the telephone book listing as presented. Discussion followed. All ayes; motion carried.
- Motion by Cushing/Paszak to approve the blanket purchase orders/vouchers as presented. All ayes; motion carried.
- Sorenson reviewed the general investment reports for May and June 2012. Discussion followed. Motion by Cushing/Thompson to accept the general investment report for May and June 2012. All ayes; motion carried.

ITS:

- Motion by Cushing/Paszak to approve the ITS invoices as presented. All ayes; motion carried. Motion by Paszak/Shidell to approve the personal expense vouchers as presented. All ayes; motion carried.
- Grube reviewed the 2012 DID for ITS. Lengthy discussion followed regarding staffing levels and training. Motion by Thompson/Paszak to accept the 2012 DID for ITS as presented. All ayes; motion carried.
- Grube reported wireless public Internet access is now available on the second floor of the Courthouse. A password is required and can be obtained through ITS and the County Clerk's office. Discussion was held regarding connection disclaimer.
- Fiber optic cable was run from the Courthouse to the Health and Aging Building last week with final trenching being completed this week. Public Health move is scheduled for week of August 20th.

Line item transfers: Sorenson presented line item transfers for review. Motion by Cushing/Thompson to approve the line item transfers for Buildings and Grounds/ITS, Emergency Management, Social Services, Land Information and Advertising as presented. All ayes; motion carried.

Resolution for line item transfers: Motion by Cushing/Thompson to approve the resolution for line item transfers and forward to county board for their consideration. All ayes; motion carried.

Cushing was excused at 11:45 a.m.

Resolution and ordinance review ordinance amendment: Resolution was presented transferring duties of resolution/ordinance review to the County Clerk, Corporation Counsel and Finance Director. Discussion followed. Motion by Shidell/Thompson to approve the resolution transferring duties of resolution/ordinance review to the County Clerk, Corporation Counsel and Finance Director as presented. All ayes; motion carried.

Reading of resolutions/consent agenda ordinance amendment: Shidell suggested dispensing with the reading of resolutions at the County Board meetings as a time efficiency. Discussion followed. Motion by Shidell/Paszak to approve the reading of resolutions ordinance amendment as presented. All ayes; motion carried.

Motion by Thompson/Paszak to forward county board the consent agenda ordinance amendment as presented. All ayes; motion carried.

Motion by Thompson/Paszak to repeal motion for the reading of resolutions ordinance amendment as presented. All ayes; motion carried.

Motion Paszak/Thompson instructing Corporation Counsel to draft an ordinance amendment dispensing with the reading of resolutions at the County Board meetings. All ayes; motion carried.

Out-of-county travel requests: None.

Out-of-state travel request: Conlon (OCHD) requested out of state travel to attend a symposium on the Affordable Care Act, environmental health law, and public health accreditation on 8/1-3/12 in St. Paul, Minnesota. All expenses are paid. Motion by Paszak/Thompson to approve the out-of-state travel request for Conlon as presented. Discussion followed. Ayes (3), Nay (1); motion carried.

Efficiency Team report: Hintz would like the DID and strategic plan combine into one task.

Public Comment: None.

Items for next agenda: Reading of resolutions ordinance amendment, budget public hearing, courier service.

Adjournment: Motion by Paszak/Thompson to adjourn at 12:07 p.m. All ayes; motion carried.

Respectfully submitted,

Kerri Ison, Recording Secretary

David Hintz, Chair