

Administration Committee
August 11, 2014
Minutes

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

Others present: Brian Sternhagen (Schenk & Associates), Brian Desmond (Corp Counsel), Margie Sorenson (Finance), Kris Ostermann and Tara Ostermann (Treasurer), Mike Romportl (Land Information) and Kerri Ison.

Call to order: Chairman Hintz called the meeting to order at 8:04 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 Jensen/Paszak to approve today's amended agenda with the order of items at the Chair's discretion. All ayes; motion carried.

Approve minutes: Motion by Cushing/Paszak to approve the minutes of 7/9/14 as presented. All ayes; motion carried.

Presentation of 2013 Audit Report: Sternhagen (Schenk & Associates) provided copies of the 2013 Annual Budget report and Management Communications to those present. He reviewed the annual financial reports and indicated there are no issues. The County came in under budget (overall), has a healthy fund balance, and has an A-1 bond rating with capacity to borrow. Sternhagen also reviewed management communications in which internal controls were recommended for the Solid Waste Department.

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

Consider and approve the County Risk Manager's recommendations

concerning insurance requirements in various contracts: Desmond discussed the following contracts and necessary insurance requirements:

Prenatal Care Coordination program (Health Department): Additional \$1 million professional liability coverage required.

GISi – GIS Consulting contract (Land Information): Contract for upgrades to the GIS system. Company provides additional insurance beyond standard requirements.

Forestry Access Agreement (Forestry): Agreement for private logging company to use County property to access private logging job and have a decking area. General liability (\$1 million) not needed; worker's compensation and auto insurance needed at standard requirements.

MSA Survey agreement: Agreement for surveying at former Daily News property in preparation to possibly sell portions of the parcel. Additional \$1 million of professional liability required.

Motion by Cushing/Jensen to accept the County Risk Assessor's recommendations for Items 6a, 6b, 6c and 6g. All ayes motion carried.

Contract for installation of sprinkler and warning system in the Law Enforcement Center communications room (LEC)

Contract for maintenance of sprinkler heads in the Law Enforcement Center

Contract for maintenance of sprinkler heads in the building house the Health Department

Desmond discussed Items 6d, 6e and 6f. All are contracts with Simplex Grinnell, a fire suppression company who has done work at the Law Enforcement Center. Contract language favors company regarding liability limits, (limiting to \$1.5 million) and includes terms for Oneida County to bind their insurance company so that subrogation cannot be sought if something goes wrong. The Risk Assessor recommends additional insurance but negotiations have unsuccessful. The Buildings and Grounds Committee is asking the Administration Committee to approve these contracts, knowing these limitations exist. Other options have been investigated; similar companies have similar language/limitations. It was also noted there is maintenance work that must be done prior to an upcoming inspection. Committee discussed the pros and cons of entering into the contracts including the necessity of work, timeline, liability issues, etc. Lengthy discussion followed. Motion by Jensen/Paszak to approve Items 6d, 6e and 6f as presented. Mott stated he is not in favor of the contracts but this is the only option available. Discussion followed. All ayes; motion carried.

Vouchers, reports, purchase orders and line item transfers:

County Clerk:

Motion by Cushing/Mott to approve the Clerk's bills and vouchers as read. All ayes; motion carried.

Treasurer:

K. Ostermann opened and read bids received for 2014 IN REM Services. Motion by Cushing/Paszak to accept the bid from Northern Title & Abstract - \$60/title search; \$15/special assessments; no charge for updates. All ayes; motion carried.

Romportl reviewed list of 2013 IN REM foreclosures and discussed parcels CA-980-1 (foreclose subject to written agreement with neighboring landowner), CR 120-7 (foreclose subject to written agreement with neighboring landowner), PE 111-14, RH 783 (place on hold status), RH 3540 (foreclose with full disclosure), SC 381-1, WR 1776 and WR 1777. It was noted TL 346 has been paid. Motion

by Cushing/Jensen to take the recommendations of staff and proceed with the 2013 IN REM foreclosure process. All ayes; motion carried.

Deputy Treasurer Vacancy Position Analysis/2015 LTE request: K. Ostermann reported Kathy Skinner has taken a position in the Finance Department, leaving the 50% Deputy position vacant. She discussed the need to fill the position as soon as possible. Ostermann requested the position be increased to 55% (effective 01/01/15) and reduce LTE hours to 200 hours to help cover costs. Fiscal impact is approximately \$2,500. If the increase to 55% is not approved, the 2015 LTE request will remain at 240 hours. Ostermann indicated LTEs cannot do many duties that a Deputy can (i.e. handle money) and the necessity of filling the part-time position as soon as possible. The request will be heard at LRES on 8/13/14 if approved by the Administration Committee. Lengthy discussion followed. Motion by Jensen/Mott to pass the position request to LRES without a recommendation. Discussion followed. Roll call vote: Cushing-nay; Jensen-nay; Mott-nay; Paszak-nay; Hintz-nay. Motion failed. Lengthy discussion ensued. Motion by Cushing/Mott to forward the position request to LRES with a recommendation as presented. Discussion followed. All ayes; motion carried. Motion by Cushing/Paszak to approve the Treasurer's bills as presented. All ayes; motion carried.

ITS:

Phone system update and plans: Motion by Cushing/Hintz to table item as Grube is on vacation.

Motion by Hintz/Jensen to approve the ITS bills as presented. All ayes; motion carried.

Finance:

Motion by Jensen/Cushing to approve the vouchers and blanket purchase orders as presented. All ayes; motion carried.

Sorenson reviewed the general investment summary for the period ending 6/30/14.

Sorenson reviewed the 2015 County Board budget (handouts provided).

Discussion followed. Motion by Cushing/Mott to approve the 2015 County Board budget as presented. All ayes; motion carried.

Sorenson reviewed 2015 Finance Department budgets (handouts provided).

Discussion followed. Motion by Cushing/Paszak to approve the 2015 Finance Department budgets as presented. All ayes; motion carried.

Motion by Hintz/Jensen to approve the line item transfers for Public Health, Department on Aging, Emergency Management, Library and Forestry as presented. All ayes; motion carried.

Meeting dates for budget hearings: The 2015 budget hearings will be held 10/6-7-8/14. Meetings will be held in the County Board Room beginning at 8:30 a.m. Sorenson will schedule all departments.

Capital Improvement/Program Management Program project listing: Sorenson noted information was sent with the budget packets. She hasn't received any questions to date, but indicated departments are working on the list.

Budget process overview: Nothing to report.

Update on progress of Administration/County Board Size Subcommittee including PowerPoint presentation: Hintz presented draft PowerPoint presentation regarding hiring a County Administrator/Reducing County Board Size which he would like to present at the August County Board meeting. Committee members posed questions, provided comments and offered suggestions. Lengthy discussion followed. Motion by Cushing/Mott instructing the Chair to make a similar presentation to County Board, including changes suggested by Mott. Discussion followed. All ayes; motion carried.

Public comment/communications: None.

Items to be included on next agenda:

The next meeting was scheduled for 9/17/14 at 9:30 a.m.

Adjournment: Motion Paszak/Mott to adjourn at 10:17 a.m. All ayes; motion carried.

Respectfully submitted,

Kerri Ison, Recording Secretary

David Hintz, Chair