

**Administration Committee**  
**August 13, 2013**  
**Minutes**

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

**Others present:** Margie Sorenson (Finance), Dave Bast and Lynn Probst (Human Service Center), Brian Desmond (Corporation Counsel), Amber Danielski (Schenck and Associates), Kris Ostermann and Tara Ostermann (Treasurer), Melodie Gauthier (County Clerk), Lisa Charbarneau (LRES), Mike Romportl (Land Information), Jonathan Anderson (media) and Kerri Ison.

**Call to order:** The meeting was called to order at 9:30 a.m. by Chairman Hintz 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/Thompson to approve today's agenda with the order of items at the discretion of the Chair. All ayes; motion carried.

**Approve minutes:** Motion by Paszak/Thompson to approve the minutes of 7/8/13 as presented. All ayes; motion carried.

**Outside Counsel for Heliport issue:** Desmond reported the Planning and Development Committee has approved the application for a heliport at Howard Young Hospital in Woodruff. The decision is being appealed to the Board of Adjustment (BOA) by the Town of Woodruff. The BOA is requesting outside counsel to assist with this matter as Corporation Counsel cannot represent both the Planning and Development Committee and BOA. Outside counsel is needed to have a good record on file and to avoid a potential conflict of interest on the part of Corporation Counsel as the case may or may not progress through the court system. Desmond is not sure if the Town of Woodruff is represented by an attorney at this time. Discussion followed regarding the process. Motion by Thompson/Hintz to hire outside counsel to represent the BOA for the heliport issue. All ayes; motion carried.

**Human Service Center update:** Bast/Probst provided a verbal annual report for the Human Service Center (HSC). The facility is funded by Oneida County (54%), Forest County (15%) and Vilas County (31%). They noted the facility is currently running at a deficit due to uncontrollable costs (i.e. placement at state facilities). Bast noted is not unusual at this time of year and hopes to contain controllable costs to balance the budget at year-end. Over the past few years they have redesigned programming to help keep costs down and will continue to seek outside funding sources. Discussion followed. Probst noted contractors (i.e. adult care homes) have not received a rate increase since 2008. There is an 8-bed facility closing in Rhinelander prior to the end of the year and placements will be needed for those clients and she fears there will be more to come. Volumes are up statewide and all counties are dealing with crises due to economic times. HSC is continually faced with new challenges and continues to try to save county dollars but there will come a point when additional funding

from all three counties will be needed. Discussion followed.

**Resolution for Outside Counsel:** Desmond reviewed the details of resolution #50-2013 concerning matters in regards to a violation of Oneida County zoning ordinance. The issue has been denied by Planning and Development and believes the issue will be heard at the Board of Adjustment. Discussion was held regarding cost and to who outside counsel will report. Motion by Paszak/Thompson to forward to the resolution to County Board for further consideration. All ayes; motion carried.

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

- Health Department (Molina provider agreement): Risk Assessor indicated no insurance is necessary.
- Dept. on Aging (Ascension Lutheran Church room use): DOA wishes to use a room at the church for a class. Risk Assessor indicated no insurance is necessary.
- Dept. on Aging (Liturgical Publications contract): Risk Assessor indicated errors and omissions insurance is not necessary as copy is generated by DOA. Liturgical Publications only sells ad space.
- Land Conservation (Bowen's Bus Service contract): Risk Assessor indicated \$1 million automobile liability insurance is required.
- Solid Waste (Dynamic Recycling): Risk Assessor indicated \$4 million dollar liability and \$5 million for pollution insurance is required, in addition to standard insurance requirements.

Motion by Shidell/Paszak to approve the recommendations of the Risk Manager on five contracts as discussed. All ayes; motion carried.

**Contractors equipment physical damage insurance:** Motion by Hintz/Paszak to table this item to a future meeting. All ayes; motion carried.

**Presentation by Schenk & Associates – 2012 audit.** Amber Danielski reviewed 2012 audit process report in detail. Printed copies were provided to committee members. She noted, overall, the County is in good financial health -- fund balance is 37% of annual expenditures. Internal controls were again recommended for Solid Waste. Motion by Paszak/Thompson to receive the annual financial report by Schenk and Associates. All ayes; motion carried.

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

ITS:

- Discussion was held regarding vouchers. Motion by Thompson/Paszak to approve the ITS bills and expenses as presented. All ayes; motion carried.

Finance:

- Sorenson reviewed general investment summary for the period ending 6/30/13.
- Motion by Shidell/Thompson to approve the resolution for line item transfers as

- presented and forward to County Board approval. All ayes; motion carried.
- Sorenson presented blanket purchase order for Office Max for central purchasing. Motion by Thompson/Paszak to approve the Finance Department's purchase orders and bills as presented. All ayes; motion carried.

Shidell excused at 11 a.m.

- Sorenson reviewed line item transfers for Public Health, Emergency Management, Parks, Social Services and Department on Aging. Motion by Thompson/Paszak to approve the line item transfers as presented. All ayes; motion carried.

County Clerk:

- 2014 Local Government Property Insurance fund-premium increase – tabled.
- Motion by Hintz/Thompson to approve the Clerk's bills as presented. All ayes; motion carried.
- Gauthier presented staffing request for the County Clerk's office to increase the Deputy Clerk I/Election Specialist position from 80% to 100% mainly due to State Voter Registration System and election/voter related duties which is State mandated. Fiscal impact is wages and benefits. Discussion followed. Motion by Paszak/Hintz to forward staffing request to LRES for further consideration. All ayes; motion carried.

Treasurer:

- Update of In Rem Parcels: Kris Ostermann reviewed list of parcels in detail noting the court date is 8/14/13 to finalize the In Rem process. The Treasurer's office meets with Land Information and Corporation Counsel to develop this list. One parcel was removed due to payment yesterday and another is expected today. Motion by Hintz/Paszak to accept the recommendations of the In Rem properties as presented. All ayes; motion carried.
- Update on municipalities: Romportl and Ostermann attended the Towns Association meeting and also spoke with the City. Both seemed receptive of the new procedure to pay out special assessments up front in August with those ending in foreclosure needing repayment. Motion by Paszak/Thompson to proceed with new procedure and for Corporation Counsel to draft an agreement to be sent to the Towns. All ayes; motion carried.
- Motion by Hintz/Thompson to accept the statement of cash for the period ending 7/31/13 as presented. All ayes; motion carried.
- Motion by Thompson/Paszak to approve the Treasurer's bills as presented. All ayes; motion carried.
- Ostermann presented staffing request to continue with a LTE 240 hours (same as last year) to assist when needed. Motion by Thompson/Paszak to forward the Treasurer's staffing request to LRES for further consideration. All ayes; motion carried.
- Open bids for 2013 title work: Bids were opened for the title work needed for the next cycle of In Rem process properties. Motion by Paszak/Thompson to accept Shoreline Title's bid for In Rem properties – \$55/search and \$15/special assessment letter. All ayes; motion carried.

**Risk Management Worker's Compensation Claims Summary report:** Charbarneau provided updated report of workman's compensation claims summary as requested at the July meeting. Hintz requested Corporation Counsel review report prior to release. The Committee requested a copy be sent to all Department Heads and County Board Supervisors. Charbarneau noted the report will be discussed at the next Department Head meeting. Discussion followed.

**Out-of-state/county travel requests:** None.

**Improvements to 2014 budget process:** Committee discussed special County Board meeting to review of 2013 budget to date, priority items for 2014 and 2014 budget direction to be held in late August or early September. To prepare for this meeting, an additional Administration Committee was scheduled for 8/21/13 at 9:30 a.m. Departments with priority items will be asked to attend. Tentative dates for the special County Board meeting discussed were 8/27/13 or 9/3/13. Sorenson reviewed updated list of significant items affecting 2014 and 2014 budgets as of 8/3/13 in detail. Discussion followed.

**Updated policy for billing snowmobile clubs for equipment insurance:** Motion by Hintz/Paszak to table for future meeting. All ayes; motion carried.

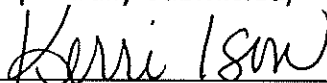
**Public comment:** Paszak feels that meetings are too lengthy and the Committee should consider holding two meeting each month. Also, Ison was asked to remind employees when sending the agenda that they will be called when it is time to discuss their particular items.

**Items for next agenda:** Actuary presentation, local government property insurance fund, updated policy for billing snowmobile clubs for equipment insurance.

A special Administration Committee meeting will be held on 8/21/13 at 9:30 a.m. The next regular meeting is scheduled for 9/9/13 at 9:30 a.m.

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

Respectfully submitted,

  
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Kerri Ison, Recording Secretary

  
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David Hintz, Chair