

Administration Committee
December 9, 2013
Minutes

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

Others present: Mayor Dick Johns, Mike Romportl (Land Information), Tim Kingman (City Public Works Director), Kris Ostermann (Treasurer), Brian Desmond (Corporation Counsel), Supervisor Tom Rudolph, Supervisor Bob Martini, Luann Brunette (Buildings & Grounds), Lynn Grube (ITS), Linda Conlon (Health Department), Mike Boyd (Boyd Financial Services), Erica Brewster (UWEX), Jean Hansen (Land Conservation), Supervisor Bob Mott, Roger Luce (OCEDC), Margie Sorenson (Finance), Mary Bartelt (County Clerk), Dan Hess (Sheriff's Department), Jonathan Anderson (media) and Kerri Ison.

Approve agenda: Motion by Shidell/Paszak to approve the agenda and the minutes as presented. All ayes; motion carried.

Resolution – Agreement on paying out special assessments: Currently when a property is foreclosed upon for non-payment of taxes, the County pays special assessment fees (i.e. sewer, water, sidewalk, etc.) to the City or towns. If the property is sold for less than what is owed in taxes and special assessments, only the County incurs the loss. There is a proposed agreement between the County and City/towns that if the County incurs a loss on the sale of a foreclosed property, the City/towns are to pay back to the County any special assessment fees paid to them upon the foreclosure of the property. The City and towns have been notified as to this change and discussions were held with those who had questions/concerns. Ostermann noted many counties are changing their agreement and a resolution must be in place in order to pay the cities and towns for special assessments in August.

Mayor Johns noted there wasn't an issue when the properties were sold for a profit, but because of the economic situation it has now become an issue. He noted the issues the City is experiencing with reduced equalized value and TIF Districts. Or other form arrangement to recoup losses they experience,

Kingman discussed their concerns regarding this agreement and would like greater control over profits on the sale of foreclosed properties or other arrangement to help recoup losses. They would like to take a more active approach regarding tax delinquencies to help minimize expenses for all parties concerned. The City is more interested in having a clause in the agreement to alerting them to the status of delinquency. Romportl noted a list can be generated by ITS of those on tax delinquent status without issue.

Discussion was held regarding billing, collection and shut off policies to help reduce special assessment costs added to the tax bill. Shidell suggested implementing this agreement with the City only for properties not already in tax delinquency or in the foreclosure process.

Romportl in the period 2008-2012 there has been \$46,000 of special assessments for tax delinquent properties for the county. Of that approximately \$19,000 was a loss due to properties in the City of Rhinelander. If the agreement is signed, the City will still receive payment for the special assessments and if a property goes into foreclosure the City would need to pay back the special assessments on those properties that are sold at a loss.

Romportl suggested edits to the current resolution, changing "fair market value" to "sale price". And also include a clause to provide the City a list of tax delinquent properties. The language would need to be changed on the County Board floor in December to go into effect for 2014. Lengthy discussion followed.

Discussion followed regarding the Lindy Cleaners property. Discussion will be held regarding the issue at a future meeting.

UW-Extension/Land Conservation space needs: Rudolph discussed a potential option to move the Land Conservation and UWEX offices to the former WPS building. There is an interested party who may renovate the building and rent space to the County for Land Conservation and UWEX office. Rudolph noted the LWC and UWEX Committees have been merged, the departments are currently co-located and have similar educational missions and other counties have similar arrangements. The CUW Committee feels the proposal is a win/win situation for the County, the two departments, City and citizens of Oneida County providing better access, improved programming and visibility, better working conditions for employees and getting the building back on the tax roll. Brewster believes the proposal is economically feasible but additional time is needed to provide a finalized plan. Martini spoke to the benefits of the proposal and urged Supervisors to look broader and longer term than just where to locate two departments, considering costs versus needs and benefits for all. The Conservation/UW-EX Education Committee requests additional time (January) to explore the option instead of approving the Buildings & Grounds resolution to move LWC back to Courthouse being brought to County Board in December. Mott raised concerns about how the new resolution doesn't address directives put forth in Resolution 68-2013. Discussion followed.

Boyd noted his office is outgrowing current space and relocation is in his three year plan. He has hired an engineer with renovation plans and provided potential floor plans, noting remodeling is extensive. Rent would be based on his costs. Desmond discussed prevailing wage rates which would apply as the building would be rented back to the County. Lengthy discussion followed.

Mike Romportl noted the potential purchase of the former WPS building was added to the agenda for the upcoming Land Information meeting. Hintz plans to attend the CUW Committee meeting later today for further information.

Shidell and Cushing excused at 10:30 a.m.

Consider and approve the County Risk Manager's recommendations concerning

insurance requirements in various contracts: Desmond reviewed waivers of insurance:

- LTS contract is no longer needed.
- Recycling agreement with Lincoln County Landfill and future contracts for the towns. Additional auto liability insurance is required.
- CHAMPS contract for new software system at the Health Department. Standard insurance language is required plus \$1 million professional liability.
- Fair Coordinator contracts include standard insurance language; waive \$1 million professional liability requirement.

Motion by Thompson/Paszak to approve the insurance waivers as presented. Discussion followed regarding the Fair Coordinator contracts. All ayes; motion carried.

Out-of-state/county travel requests: Linda Conlon, Oneida County Health Department, requested out-of-state travel to attend shared services workshop 1/21-24/14 in California. Travel is paid for by grant dollars. Motion by Paszak/Thompson to approve travel as presented. All ayes; motion carried.

Vouchers, reports, purchase orders and line item transfers:

Treasurer:

- Ostermann reviewed statement of cash.
- Treasurer's Special agreement (costs of County Treasurer to collect township taxes if Treasurer or Clerk is unavailable). Tabled for future meeting.
- Motion by Thompson/Paszak to approve the vouchers as presented. All ayes; motion carried.

ITS:

- Grube reported the second phase of the Citrix project is being implemented and includes the Health Department, Sheriff's Department administration, Emergency Management, UW Extension, Land Conservation and Veteran's Service Office.
- Voice-over IP requests for proposals are due 12/16/13 with plans to sign a contract by 12/31/13.
- Motion by Thompson/Paszak to approve the ITS vouchers as presented. All ayes; motion carried.
- Motion by Thompson/Hintz to approve line item transfer to balance overtime as presented. All ayes; motion carried.
- Grube reviewed the 2014 ITS Action Plan in detail. Discussion followed regarding increased mobility and accessibility. Motion by Thompson/Paszak to approve the ITS 2014 Action Plan as presented. All ayes; motion carried.

Finance:

- Motion by Paszak/Thompson to approve the monthly vouchers, blanket purchase orders as presented. All ayes; motion carried.
- Discussion was held regarding general investment summary for the period ending 10/31/13.
- Sorenson reviewed the Finance Department's long-range plan in detail. Discussion

followed regarding ADRC and ADRC of the Northwoods. Motion by Thompson/Paszak to approve the long-range plan as presented by the Finance Department. All ayes; motion carried.

- Motion by Paszak/Thompson to approve line item transfers for Sheriff's Department, Forestry, Land and Water Conservation, UW-Extension, Department on Aging, Social Services and ADRC of the Northwoods as presented. All ayes; motion carried.

County Clerk:

- Motion by Thompson/Paszak to approve the vouchers, blanket purchase orders and expense vouchers for County Clerk as presented. All ayes; motion carried.
- Bartelt reviewed the County Clerk's 2014 long range plan in detail. Discussion was held regarding scanning old County Board minutes. Motion by Thompson/Paszak to approve to County Clerk's long range plan as presented. All ayes; motion carried.

Capital Improvement Program: Sorenson provided draft letter to County Board Supervisors and Department Heads regarding the Capital Improvement Program. Ideas and procedures discussed at the November Administration Committee meeting were included. Since Committee members haven't had a chance to review the material, Hintz suggested postponing sending the letter after the January meeting. Dan Hess (Sheriff's Department) discussed dollar amounts needing Administration Committee approval as they pertain to the Sheriff's Department. Discussion followed regarding recurring purchases being on the tax levy. The purpose of the list is to prioritize for the budget process. Comments/suggestions should be submitted to Sorenson prior to the next meeting.

2014 budget process: Hintz asked Committee members for input regarding the process. Agenda item was tabled to the next meeting.

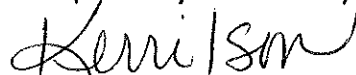
Public comments: None.

Items to be include on next agenda: Capital Improvement Plan.

Next meeting: The next meeting was scheduled for 01/14/14 at 9:30 a.m.

Adjournment: Motion by Thompson/Paszak to adjourn at 11:58 a.m. All ayes; motion carried.

Respectfully submitted,



Kerri Ison, Recording Secretary



David Hintz, Chair