

**Administration Committee**  
**March 4, 2013**  
**Minutes**

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

**Others present:** Margie Sorenson, Dave Ness (BMO), Kelly Gostish (BMO), Margie Sorenson (Finance), Brian Desmond (Corporation Counsel), Lynn Grube (ITS), Mary Bartelt (County Clerk), Kris Ostermann (Treasurer), Rob Scharmer (UMS), Marcus Neseemann (River News) and Kerri Ison.

**Call to order:** The meeting was called to order by Chairman Hintz at 10 a.m. noting the meeting has been properly posted and the facility is handicap accessible.

**Approve agenda:** Motion by Paszak/Shidell to approve today's agenda with order of items at Chair's discretion. All ayes; motion carried.

**Approve minutes:** Motion by Cushing/Paszak to approve the minutes of 2/11/13 Joint meeting with the Solid Waste/Buildings and Grounds Committee, and the regular Administration Committee of 2/11/13 as presented. All ayes; motion carried.

**Investment presentation by BMO:** Dave Ness (BMO) and Kelly Gostisha (BMO) were present to review the County's investment performance over the past year. Roundtable introductions were held. Ness reviewed printed report in detail noting performance is strong. Discussion followed. The Committee thanked Ness and Gostisha for their presentation.

**Consent agenda for waivers of insurance/policy for required insurance in contracts:** Hintz noted this topic was brought up at the last meeting to place waivers of insurance on the consent agenda in the future. Desmond believes it would work for waivers of insurance and the policy for required insurance in contracts could potentially be amended. Discussion followed. In the future the Chairman will place waivers of insurance and contracts under consent agenda at his discretion.

**Consider and approve the County Risk Manager's recommendations:** Desmond reviewed the following waivers of insurance: Health Department-Sub contract with other counties for OCHD tobacco program, WIC breastfeeding peer counseling contract, DATCP retail food program contract (sanitarians) and lead health hazard contract with Marathon County (waiting for information from Risk Assessor); Highway and Forestry Departments-USDA/APHIS beaver control agreement, Solid Waste-updated policy for waste hauler charge accounts; Family Court Commissioner contract-judicial immunity covers all acts FCC would be taking; and the ADRC contract-

contract for services provided at the Department on Aging through the Department of Health Services.

Motion by Cushing/Paszak to approve waiver of insurance recommendations for the Health Department (tobacco, peer counseling, and retail food contracts), Highway and Forestry Departments (beaver control contract), Solid Waste Department (waste hauler agreement), Family Court Commissioner contract and the ARDC contract; with the lead health hazard contract being brought back if insurance is required. All ayes; motion carried.

**Kibler denial of claim:** Desmond reviewed the Kibler claim noting the client believed to be unjustly incarcerated. The County's insurance company recommends denial of this claim. The resolution states the client has six months from the date of county board approval to file suit. Discussion followed. Motion by Cushing to approve the resolution for the Kibler denial of claim and forward to County Board for approval. All ayes; motion carried. The Committee recommends the resolution be a consent agenda item for County Board.

**UMS mail contract:** Desmond noted negotiations are underway for the UMS mail contract. Rob Scharmer, UMS, was present. Motion by Shidell/Paszak to approve the contract subject to Corporation Counsel finalizing all details. Bartelt noted some department heads have had some questions, especially those who require affidavits of mailing. Discussion followed. The current contract is good until 12/31/13 (one-year contract) with a 30 day notice of cancellation clause. Sorenson requested an accounting of the savings and issues encountered at the end of the year. All ayes; motion carried.

**Out of state/county travel requests:**

Hintz requested attendance Northwoods Annual Research Summit on 3/21/13 at Treehaven regarding broadband. Registration fee is \$25. Motion by Cushing/Paszak to approve the travel request for Hintz. Three ayes; one abstained. Motion carried.

**County clerk:**

- Bartelt reviewed vouchers and purchase orders in detail. Motion by Cushing/Shidell to approve the vouchers as presented by the County Clerk. All ayes; motion carried.

**Treasurer:**

- Ostermann presented line item transfers to cover overdrawn line items. Motion by Hintz/Cushing to approve the line item transfers as presented. All ayes; motion carried.

**Finance:**

- Sorenson noted there is only \$4,000 shortfall in sales tax revenue for 2012.
- Motion by Cushing/Shidell to approve the vouchers/blanket purchase orders for Finance as presented. All ayes; motion carried.

- Sorenson reviewed general investment report noting the checking account is currently paying better than any investment. Motion by Cushing/Paszak to receive the general investment report for the period ending 1/31/13. All ayes; motion carried.
- Sorenson introduced Cheryl Cummings, Payroll/Purchasing Clerk in the Finance Department. She is being recognized for 11 years of service to Oneida County beginning in Social Services and serving the last 2.5 years in the Finance Department. Committee voiced their congratulations.
- Discussion was held regarding the purpose of the contingency fund. Motion by Cushing/Shidell to approve the resolution for 2012 line item transfers and forward to County Board for approval. All ayes; motion carried.
- Sorenson noted some of the line item transfers could be placed on the consent agenda. Discussion followed. In the future Sorenson will separate out those that should be addressed singly (general fund, contingency and new programs) and those for the consent agenda. Shidell requested receiving the line item transfers a week prior to the meeting so they can be reviewed prior to the meeting. Sorenson reviewed line item transfers in detail. Motion by Paszak/Cushing to approve line item transfers for Buildings & Grounds, Branch II Circuit Court, Medical Examiner's Office, Corporation Counsel, Family Court Commissioner, Clerk of Circuit Court, District Attorney, Land & Water Conservation, Aquatic Invasive Species, Land Information, Register of Deeds, Veteran's Service Office, Emergency Management, Department on Aging and Public Health. Motion by Paszak/Cushing to approve the line item transfers as presented. All ayes; motion carried.

**ITS:**

- Grube reviewed vouchers in detail. Motion by Cushing/Paszak to approve the bills for ITS as presented. All ayes; motion carried.
- Grube reviewed line item transfers. Motion by Cushing/Shidell to approve the line item transfers for ITS as presented. All ayes; motion carried.
- Trimin upgrade took place last week but had to be aborted due to a glitch in the old accounting records migration. It will be revisited.

**Department attendance at meetings:** It was the consensus of the Committee to call each department head when it is their turn on the agenda to allow them to continue working instead of waiting in a meeting.

**Length of meetings:** Discussion was held regarding the length of meetings. It was noted listing items under the consent agenda and calling department heads may help shorten the meetings. Hintz noted if a second meeting can be scheduled at the Chair's discretion.

**Improvement of budget process:** Shidell felt the budget process was chaotic, rash decisions were made and items were change at the County Board budget hearing. He

would like to get a consensus from County Board for the budget, alert the public of the plan and develop an overall budget picture. He believes this would help to steer the department heads and committee's of jurisdiction in developing their budgets. He would also like supervisors to be able to review departmental budgets ahead of time. A lengthy discussion followed. The Committee agreed a special meeting should be scheduled to address this particular issue. Discussion continued.

**Updates:**

- Hintz reported the Technology Committee met recently. Plans include holding a technology information session at County Board and make specific proposal of where to head after the Technology Committee disbands mid-year.
- Shidell reported he received the information on the ambulance accident noting there were no injuries however there was a fair amount of damage to the vehicle. Disciplinary action was taken.

**Efficiency team report:** Nothing new to report.

**Non-time sensitive mail:** Shidell suggested non-time sensitive mail should be placed in the supervisor's inbox. Discussion followed. If supervisors receive such mail, they are urged to contact the department and request interoffice mail.

**Public comment:** None.

**Items for next agenda:** Improvements to budget process.

A meeting will be held on 3/18/13 at 9:30 a.m. to focus on improvements to the budget process. The next regular Administration Committee meeting is scheduled for 4/8/13 at 9:30 a.m.

**Adjournment:** Motion by Cushing/Shidell to adjourn at 12:13 p.m. All ayes; motion carried.

Respectfully submitted,

  
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Kerri Ison, Recording Secretary

  
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David Hintz, Chair