

**Administration Committee**  
**June 10, 2013**  
**Minutes**

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

**Others present:** Kris Ostermann (Treasurer), Lynn Grube (ITS), Mary Bartelt (County Clerk), Margie Sorenson (Finance), Brian Desmond (Corporation Counsel), Mike Romportl (Land Information), John Bilogan (Forestry), Jack Kalies (Sugar Camp Snowmobile Club), Keith Bohlman (Hodag Sno Trails), Supervisor Bob Martini, 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.

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

**Approve minutes:** Motion by Cushing/Thompson to approve the minutes of 5/6/13 as submitted. All ayes; motion carried.

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

Treasurer:

- Motion by Cushing/Paszak to accept the statement of cash account for the period ending 5/31/13. Aye-four. Abstained-one. Motion carried.
- Motion by Paszak/Thompson to approve vouchers and bills as presented. All ayes; motion carried.
- Discussion was held regarding the County's policy regarding settlement of special charges for property tax bills. In August, each year, the County pays municipalities for any uncollected special assessments or charges and the municipalities pay the taxing entity. The County then collects and keeps the penalty and interest on those delinquent charges. However, when a property with large outstanding special assessment(s) is foreclosed on and sold the County doesn't make enough to cover costs. This has become an issue due to the increase in foreclosures. Ostermann and Romportl reviewed several handouts and discussed different options to help address this issue. After much discussion the Committee agreed the issue should be discussed with the towns noting the Administration Committee favors Option 3.

County Clerk:

- Motion by Cushing/Thompson to approve the Clerk's bill as presented. All ayes.
- Motion by Thompson/Shidell to approve the line item transfer as presented. All ayes; motion carried.
- Bartelt provided update from the Risk managers meeting 5/29/13. Discussion was held regarding safety slogan contest and accident reporting process. Motion by Hintz/Paszak to support a safety slogan contest and further development of a reporting process. Discussion followed. All ayes; motion carried.

Finance:

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

- Motion by Shidell/Thompson to receive the general investment summary as presented. All ayes; motion carried.
- Sorenson has been appointed to the Affordable Care Act Team along with Brian Desmond and Charbarneau.
- Motion by Paszak/Cushing to approve line item transfers as presented.

ITS:

- Motion by Thompson/Cushing to approve the ITS vouchers as presented. All ayes; motion carried.
- Grube reported the VDI in a box project is underway and is progressing on track with training for users scheduled for the end of the month.

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

Hintz:

|            |   |               |
|------------|---|---------------|
| 9/22-24/13 | WCA Annual Conference   | Madison       |
| 9/6/13     | WI Counties Mutual Insurance Annual Corporation Counsel/Defense Counsel Forum | Stevens Point |

Motion by Paszak/Thompson to approve the out-of-county travel requests. Ayes-four; one abstained.

**Contractor's equipment physical damage insurance (referred by Forestry Com.):**

- **RASTA request for County insurance coverage of trail grooming equipment:**  
Currently the County insures the snowmobile clubs' equipment as they provide equipment and volunteers to do trail maintenance, thus eliminating the need for additional County employees. RASTA is requesting their equipment be insured in the same manner. Discussion followed. Motion by Cushing/Thompson to include RASTA and all recreation trail maintenance equipment on the County's insurance policy and update resolution accordingly. All ayes; motion carried.
- **Billing snowmobile clubs, RASTA or others covered by this type of insurance:**  
Discussion was held regarding the billing process for insurance. Klees and Bohlman discussed their club's equipment and felt tourism revenue helps offset premium costs. Desmond will investigate premium costs and draft an updated resolution and contracts at the next regular meeting.

**Consider and approve the County Risk Manager's recommendations concerning insurance requirements in various contracts:** Desmond presented waivers of insurance for the following contracts: Carlson Dettman (compensation study); UWSP affiliation agreement with Health Department interns, Health Department mutual aid agreement with other counties, and Public Health carry over funds contract with the Department of Health Services. Motion by Shidell/Thompson to approve the insurance requirements and waivers of insurance as presented. All ayes; motion carried.

Discussion followed regarding public and private entity contracts as well as those with insurance deviations. Desmond will draft an edited policy for approval at the next meeting.

**Ordinance Amendment—County Board Meeting times and Chairman Authority:** Desmond reviewed, in detail, the changes to the ordinance amendment regarding County Board meeting times and Chairman authority. Lengthy discussion followed. Motion by Thompson/Paszak to forward to County Board for consideration. All ayes; motion carried.

**Time of county board meetings:** See agenda item: Ordinance Amendment-County Board meeting times and Chairman Authority.

**Olejnuk denial of claim:** This claim was filed by one of the families affected by actions of the former Medical Examiner. Desmond noted the County's insurance carrier has recommended denial of the claim at this time. Motion by Paszak/Thompson to approve the resolution for the Olejnuk denial of claim and list as a consent agenda item. All ayes; motion carried.

**Public comments-placement on agenda:** Discussion was held regarding when public comments can/should be made at County Board meetings and current procedures. Shidell felt constituents should be allowed to speak to a specific agenda item when it is being discussed so they feel their comments are relevant and appropriately heard. Desmond noted there are procedures in place. Martini suggested an announcement be made as part of the agenda. Discussion followed.

**Improvements to 2014 budget process:** Discussion was held regarding County Board meeting to be held in July to discuss a general update of current budget, budget rules for 2014 (levy limits, wage increase, ins costs); priorities for upcoming year (a packet was provided for Committee review); and set some general direction for the budget. An Administration Committee meeting was scheduled for 6/24/13 at 9:30 a.m. to work out the logistics for the July meeting.

Cushing excused at 11:44 a.m.

**Closed session announcements-listing as an agenda item:** Discussion was held regarding listing closed session announcements on County agendas after each closed session agenda item as a reminder. Motion by Hintz/Shidell to instruct Brian Desmond to include closed session announcements on all county agendas. All ayes; motion carried.

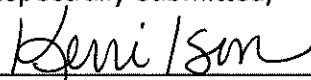
**Public comment:** None.

**Items to be included on next agenda:**

- Budget discussion meeting will be held 6/24/13 @ 9:30 a.m.
- Regular monthly meeting will be held 7/8/13 at 9:30 a.m.
- Insurance billing for snowmobile clubs, RASTA, etc.; safety program update; procedure for insurance waiver requests.

**Adjournment:** Motion by Paszak/Thompson to adjourn at 11:57 a.m. All ayes; motion carried.

Respectfully submitted,

  
Kerri Ison, Recording Secretary

  
David Hintz, Chair