

**Administration Committee**  
**July 13, 2015**  
**Minutes**

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

**Others present:** Linda Conlon (Health Department), Roger Luce (OCEDC), Brian Desmond (Corporation Counsel), Margie Sorenson (Finance), Dan Hess and Jill Butzlaff (Sheriff's Department), Lynn Grube (ITS), Mary Bartelt (County Clerk), Dianne Jacobson (Department on Aging) and Kerri Ison (recording secretary).

**Call to order:** Vice Chair Ted Cushing called the meeting to order at 9:30 a.m. in Committee Room #2, second floor of the Oneida County Courthouse. The meeting was properly posted and mailed in accordance with the Wisconsin Open Meeting Law and the facility is handicap accessible.

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

**Approve minutes:** Motion by Paszak/Jensen to approve the minutes of 5/15/15 and 6/8/15, with the correction to the spelling of Robb Jensen's name on the 5/15/15 minutes. All ayes; motion carried.

**Out-of county/state travel:** Conlon presented out-of-state travel request for Assistant Director Carl Meyer to attend the American Public Health Association's national conference in Chicago, 10/31-11/4/15. Expenses will be covered by grant dollars. Discussion followed regarding session selection, materials shared and how information is used in the department following the conference. Motion by Paszak/Mott to approve the out-of-state travel request for Carl Meyer as requested. All ayes; motion carried.

**Health Department credit card:** Conlon provided printed proposal requesting a credit card specifically for the Health Department. She noted the issue has been discussed by the Health and Aging Committee several times. The Finance Department has worked with them to make using the county credit card as easy as possible; however, the Health Department does a many things online with credit cards and would like to increase efficiency. They would adopt same process to request use of credit card as the Finance Department has in place, which includes written approval by herself or assistant director. The credit card would be kept in-house and have proper checks and balances which would be tracked by the account clerk. Discussion followed regarding tax exempt status. Sorenson stressed that credit cards are dangerous, should not be used for meals and that receipts are required for all purchases. If there are violations to the policy, the credit card gets taken away. She also noted other departments may begin requesting credit cards. Conlon noted the Health Department already has a Walmart credit card as well as charging capabilities at Trig's and have not had any issues. Mott noted 77% of local health departments in the northern region of Wisconsin have a credit card that is

used onsite. He also believes a strict policy with a misuse violation should be set in place and suggested going forward. Motion by Cushing/Paszak to authorize a credit card for the Health Department, with Sorenson writing a policy and consequences and bring back policy to the Administration Committee for approval. Discussion followed. All ayes; motion carried.

**Resolution: Agreement to Join Northwoods Community Development Block Grant**

**(CBDG) Region:** Luce noted Oneida County is already a part of the 10-county CBDG and presented resolution for continued participation. Luce provided information on 2013-2014 disbursements. Some grants are for emergencies such as a roof repair or failed septic while others are loans to upgrade windows, siding, etc. which are paid back upon sale of the home. Motion by Jensen/Paszak to re-up the agreement to join the Northwoods Community Development Block Grant Region and forward to the County Board for their consideration. Discussion followed. Luce noted there is an application process and selection is based on need, income, value of property and the ability to repay may be a consideration. There is a consultant that does site visits to determine need and a certified building inspection is done upon completion of work. All ayes; motion carried.

**Mileage/per diem request for Oneida County representative to Northwoods CBDG:** Luce noted the Northwoods CBDG Region typically meets two to four times per year in Langlade County. Currently Nancy McKenzie, City of Rhinelander Housing Authority, is the designated representative for Oneida County. Luce requested mileage reimbursement for the local representative to attend these meetings. Motion by Mott/Paszak to approve the mileage per diem for the Oneida County representative to the Northwoods CBDG. . Discussion followed. All ayes; motion carried.

David Hintz joined the meeting at 9:57 a.m.

**Consider and approve the County Risk Manager's recommendations concerning insurance requirements in various contracts:** The following have been approved by the County Risk Manager: (a) Agreement with Missouri State University student internships-Health Department; (b) Solid Waste Town Recycling agreement; (c) Pickeral Canal Bridge project; (d) Fair performers insurance; (e) Electronics recycling agreement; and (f) Lynne Tower Space Lease – Northwoods Communication Technology, LLC. Motion by Cushing/Paszak to approve the County Risk Manager's recommendations as outlined on agenda items 8a-8f, and include additional fair vendors (if necessary) as approved by the Risk Manager. All ayes; motion carried.

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

ITS:

- Motion by Cushing/Jensen to approve the ITS bills/vouchers as presented. All ayes; motion carried. Discussion followed regarding the software maintenance cost for New World.
- Motion by Cushing/Hintz to approve the ITS line item transfer as presented. All ayes; motion carried.

County Clerk:

- Motion by Jensen/Paszak to approve the vouchers and blanket purchase orders as presented. All ayes; motion carried.
- Bartelt surveyed county clerk's statewide regarding postage meters and provided printed summary. Additional information regarding cost forthcoming.

Finance:

- Motion by Cushing/Paszak to approve the Finance bills as presented. All ayes; motion carried.
- Motion by Cushing/Mott to approve the Finance blanket purchase orders as presented. All ayes; motion carried.
- Discussion was held at a previous committee meeting regarding a line item transfer and remaining balance (approximately \$53,000) for the Sheriff's Department Phase II Radio Project account. Butzlaff noted the software was installed in 2011 and the vendor has been partially paid (\$12,164.50). Remaining payment is being withheld as there are reports that have not been delivered and a compatible interface must be written to TRACS 10. Butzlaff is hesitant to complete payment to vendor since the product is not complete. She reported that after the final payment of approximately \$9,000 is made, the fund balance will be about \$31,000. It is hoped the project is completed by the end of the year and it is the Sheriff's Department's intention to return the balance to the general fund. Lengthy discussion followed. Motion by Paszak/Jensen to finalize the account at the end of 2015 when final bills are paid with balance returning to the general fund. Discussion followed. The Sheriff's Department will have a better estimate at budget time. All ayes; motion carried.
- Sorenson reported a check from Frontier has been received, in the amount of \$11,469, and credited back to 2014 to cover the overdrawn central telephone account.
- Sorenson reported the Oneida County Telecom Tax listed on the Frontier invoice is part of Oneida County sales tax.

**Lakeland Senior Center funding update:** Jacobson noted the Lakeland Senior Center burned down on 5/6/15 – the building and vehicle were not insured. The Department on Aging (DOA) lost \$14,000 in equipment in that fire which will be submitted to the County's insurance carrier -- deductible is \$5,000. She provided a summary of funds the DOA provided to the Lakeland Retirement Foundation (LRF) thus far in 2015. The Commission on Aging has decided to not provide any additional funding until specific criteria is met. A letter has been drafted and will be sent to the LRF Board regarding this decision. Discussion followed. Meals are currently being served at the Holy Family Church which is working out well. There is \$12,800 remaining in the budget for LRF which will be used provide transportation through the Transit Commission as well as host programming in the Lakeland Area for the remainder of the year. Discussion followed regarding funding outside sources and liability concerns.

Hintz was excused at 10:35 a.m.

**Line item transfers:** Motion by Cushing/Paszak to approve line item transfers for the Sheriff's Department, UW-Extension, Social Services, Department on Aging, Public Health, ADRC, Register of Deeds and Forestry as presented. All ayes; motion carried.

**Budget guidelines:** Sorenson provided draft letter for review -- again requesting zero percent increase for non-personnel items in 2016. Departments are directed to provide a final budget for approval to their Committee of Jurisdiction two weeks prior to meeting. Discussion followed regarding road maintenance and Family Care. Motion by Cushing/Paszak to approve the budget guideline letter and send to department heads/supervisors. All ayes; motion carried.

**Capital Improvement Program update:** Jensen reported the CIP Subcommittee met three times to review projects submitted for consideration in the 2016 budget. A summary of requests and recommendations were provided for review. It was noted the projects were not prioritized by the CIP Subcommittee. Lengthy discussion followed. Committee felt the projects should be prioritized by the CIP Subcommittee and brought back to the Administration Committee next month. Discussion followed. It was noted that priorities can change quickly affecting future estimates.

**Public comment:** None.

**Items for next agenda:**

- Policy for outside agreements, CIP update, credit card policy, addition to budget guideline based on CIP rating.
- Next meeting was scheduled for 8/10/15 at 9:30 a.m.

**Adjournment:** Motion by Jensen/Mott to adjourn at 11:24 a.m. All ayes; motion carried.

Respectfully submitted,

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Kerri Ison, Recording Secretary

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Ted Cushing, Vice Chair