

**Administration Committee**  
**November 4, 2013**  
**Minutes**

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

**Others present;** Brian Desmond (Corporation Counsel), Mary Bartelt (County Clerk), Margie Sorenson (Finance), Kris Ostermann (Treasurer), Lynn Grube (ITS), Jonathan Anderson (River News) and Julie Petraitis.

**Call to order:** The meeting was called to order at 9:30 a.m. by Chairman Hintz in Committee Room #1 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 Cushing/Thompson to approve today's amended agenda with the order of items at the Chair's discretion. All ayes; motion carried. Mr. Hintz stated that the amendment to the agenda was the addition of Otis Elevator card reader agreement under number 4.

**Approve meeting minutes of 10/9/13, 10/10/13, 10/11/13 and 10/14/13.** Motion by Shidell/Cushing to approve the meeting minutes as presented. All ayes; motion carried.

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

- **Demolition of former Daily news building.**

Desmond was present to discuss the demolition of the former Daily News building. Along with the standard language insurance the Risk Assessor suggested the addition of a \$1 million pollution insurance policy. The contractor would carry this for the asbestos remediation.

- **Oneida County Agreement with Chequamegon-Nicolet National Forest - Snowmobile Trail.**

Desmond stated that no additional insurance is needed for this since it is a Federal contract.

- **Otis Elevator card reader agreement.**

Desmond stated that no additional insurance is needed for this. There is a \$1700 contract for a card reader to operate the elevator in the sally port.

Motion by Cushing/Thompson to approve the insurance requirements as presented. With 3 aye and 1 nay the motion carried.

## **2014 Budget**

Discussion only.

### **Vouchers, report, purchase orders and line item transfers.**

- County Clerk

Motion by Thompson/Cushing to approve the bills as presented. All aye, motion carried.

- Finance
  - General Investments report
  - Resolution for line item transfers

Motion by Shidell/Thompson to approve bills as presented. All ayes, motion carried.

Motion by Thompson/Cushing to approve line item transfers as presented. All ayes, motion carried.

Motion by Cushing/Thompson to approve the Resolution for line item transfers to forward to the Oneida County Board of Supervisors. All ayes, motion carried.

### **Capital Improvement Program development**

Sorenson was present to discuss the capital projects program along with a process for Departments to submit project requests. It was discussed that there be an Evaluation Team to evaluate and prioritize the projects submitted.

Sorenson will bring back more definitions and an outline of what needs to be done at the next meeting.

- **Treasurer**

Motion by Cushing/Shidell to approve vouchers as presented. All ayes, motion carried.

- **Long Range Action Plan**

**Discussion only.**

- **Information Technology Services**

Motion by Shidell/Thompson to approve IT bills as presented. All ayes, motion carried.

- **ITS Director's 2014 Goals**

Motion by Thompson/Cushing to approve the goals as presented. All ayes, motion carried.

- **Voice-Over IP projects**

Grube was present to update the Committee on the progress of this project. There will be a Request for Proposal going out.

### **Topics related to the City of Rhinelander.**

Romportl and Ostermann talked to the Committee about a building located on Stevens Street. It is a building that has been on the tax delinquent list for several years. There are environmental issues with the building. It is anticipated this building will come to the County for foreclosure action in the near future.

Discussion only.

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

**Public comment/communications.** None

**Items to be included on next agenda.** Capital Improvement Program development, The next agenda will be December 9, 2013 at 9:30 a.m.

**Adjournment.** Motion by Hintz/Cushing to adjourn at 11:15 a.m. All ayes; motion carried.

Respectfully submitted,

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Julie Petraitis, Recording Secretary

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David Hintz, Chair

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