

Finance & Insurance Committee Meeting Minutes
October 11, 2010

MEMBERS PRESENT: Ted Cushing, David Hintz, John Hoffman, Peter Wolk and John Young.

OTHERS PRESENT: John Potters, Lisa Charbarneau (LRES); Margie Sorenson (Finance); Kris Ostermann (Treasurer); Dianne Jacobson (Dept on Aging); Lynn Grube (ITS); Jeff Hoffman, John Sweeney (Sheriff); Melodie Gauthier (County Clerk); Mike Bloom (District Attorney); Paul Spencer, Mary Rideout (Social Services); Curt Krouze (Build & Grounds); Ken Kortenhof (Emergency Mgt); Deb Blackstone (Family Resource Connection); Traci England (Medical Examiner); Jim Sharon, Billy Fried (Supervisor); Richard Moore (Lakeland Times).

CALL TO ORDER

Chairman Cushing called the meeting to order at 9:00 a.m. in the County Board Room of the Oneida County Courthouse. He noted that the meeting had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law.

AGENDA

Motion by Hintz, second by Wolk to approve the October 11, 2010 meeting agenda. Motion carried; all ayes.

MINUTES

Motion by Hoffman, second by Wolk to approve the minutes of September 13, and 21, 2010. Motion carried; all ayes.

RESOLUTION: PAYMENT FOR THE NORTHERN ADVANTAGE JOB CENTER

Cushing asked for questions. Hintz asked about an estimate cost for remodeling. Cushing responded that the remodeling costs will be separate. He continued that there will be a relocating assistance fund of \$50,000 which much be kept in a separate account for three to four years. The financial impact is not on the levy or being borrowed it is being transferred from the general fund.

Motion by Wolk, second by Hoffman to approve the resolution and forward it on to the County Board for further consideration. Motion carried; all ayes.

VOUCHERS, REPORTS AND PURCHASE ORDERS

County Clerk

Motion by Hoffman, second by Cushing to approve the County Clerk bills and vouchers as presented. Motion carried; all ayes.

Treasurer

Motion by Hoffman, second by Wolk to approve the Treasurers bills and vouchers as presented. Motion carried; all ayes.

September Statement of Cash Account

Hintz noted that September has 30 days.

Motion by Wolk, second by Hoffman to accept the September Statement of Cash Account as amended. Motion carried; all ayes.

Resolution: Stale Date Checks

Ostermann explained that she will send out list of checks after the County Board approves the resolution. Motion by Cushing, second by Wolk to approve the Resolution for Stale Date Checks and forward it on to the County Board. Motion carried; all ayes.

Resolution: Investment Authority

Ostermann explained that this keeps Finance Director as the investment officer and the Treasurers Office as the transfer authority. Motion by Young, second by Hintz to approve the Resolution for Investment Authority as presented and forward it on to the County Board. Motion carried; all ayes.

Resolution: Oneida County Depositories

Motion by Hoffman, second by Hintz to approve the Resolution for County Depositories as presented and forward on to the County Board. Motion carried; all ayes.

Information Technology Services

Motion by Hoffman, second by Wolk to approve the ITS bills and vouchers as presented. Motion carried; all ayes.

Motion by Cushing, second by Hoffman to approve the personal expense vouchers from ITS as presented. Motion carried; all ayes.

Grube presented a line item transfer that will be used to install equipment that will save all email that comes into any of the County computers. These emails will be archived indefinitely. Grube continued that there are powerful search engines for this program which will search email addresses, content of emails and attachments. Motion by Hintz, second by Wolk to approve the Line Item Transfer as presented. Motion carried; all ayes.

September 2010 Budget Numbers was distributed by Lynn Grube to the committee. Motion by Cushing, second Hintz by to approve the September 2010 Budget numbers as presented. Motion carried; all ayes.

Finance

Motion by Young, second by Hoffman to approve the Finance Department bills, vouchers and blanket purchase orders as presented. Motion carried; all ayes.

Out of State Travel

Sorenson reminded the committee that she has a new employee running payroll. The Company providing the training is located out of state. She continued that going to the training is actually cheaper than the cost of a webinar which is \$150 per hour.

Motion by Hoffman, second by Hintz to approve the Out of State Travel for the Payroll Purchasing Clerk. Motion carried; all ayes.

July and August 2010 Investments

Sorenson went over July and August 2010 investments.

Motion by Cushing, second by Wolk to accept the July and August 2010 investments as presented. Motion carried; all ayes.

LINE ITEM TRANSFERS

Sorenson went over the line item transfers as handed out to the committee.

Motion by Hoffman, second by Wolk to approve the line item transfers as presented. Motion carried; all ayes.

RESOLUTION FOR LINE ITEM TRANSFER

Motion by Hoffman, second by Wolk to approve the resolution for line items transfer and forward to the County Board. Motion carried; all ayes.

FUTURE AGENDA TOPICS

November County Board on 9th, Finance Committee will meet on the 8th for the regular Finance meeting in November.

Cushing announced the committee would recess from 10:02 to 10:30.

BEGIN 2011 BUDGET PREVIEW

Sorenson went over a one page budget summary with the committee. 2011 budget expenditures is estimated at \$51,261,982; revenues at \$31,601,042, sales tax at 3.5 million; property tax \$16,160,940; rate per 1,000 Equalized value of 2.21. County gets a half percent sales tax on top of the State sales tax of five percent. Sales tax per capita, Oneida County is high due to tourism in the county. Total equalized value went down so the rate per 1000 went up slightly. Sorenson continued that this committee needs to set a goal of

where you want to be at the end of these proceedings. With only the hard numbers entered the County is looking at a 7.1 percent increase for 2011.

Sorenson told the committee that the County is limited to a 3% increase of what the county could have levied last year. In 2006 if you didn't levy money you didn't get an increase in what could be levied the following year. Debt service reduction of one million was transferred over to the levy in 2006.

Sorenson went over several handouts with the committee. Exclusions are libraries, ambulance and bridge accounts.

Sorted by County Tax Rate

Oneida County is property rich. We are fourth lowest tax rate in the state, followed by Waukesha, Ozaukee and Vilas (lowest).

Sorted by County Taxes per Capita

Oneida is number 36, or middle. Not a bad place to be. A lot people who don't live here year round that we have to provide services to.

Schedule of Substantial Changes to Gross Tax Levy for 2011

Increase in retirement rates due to economic downturn and the investments for WRS have been down. We have limits in the contracts of what the County will pay on behalf of the employees. Next year all employees but sheriff's dept employees will be paying a portion of the employee's portion of WRS contribution.

Reduction of 2.31 positions overall for 2011.

Storage facility/Sheriff Department \$900,000 request from General Fund

Vehicle for Medical Examiner \$30,000 request from General Fund

Phase II Radio Project \$215,000 request from General Fund

Decrease in General Fund applied \$250,000

Increase in Ambulance \$20,000

Decrease in General Interest Earnings \$275,000

Decrease in County Sales Tax Revenue \$200,000

Decrease in Vacancy Reductions \$193,000

Decrease in Register of Deeds Fees \$50,000

Decrease in Sale of Stumpage \$22,000

Decrease in Forest Cropland Revenue \$20,000

Increase in Interest and penalty on taxes (\$30,000)

Increase in Payments in lieu of taxes (\$45,000)

Increase in Human Service Center Protective Placements (\$65,000)

5% County-wide Reduction not including Ambulance (\$400,000)

Net New Construction 2009-2010

Finance & Insurance Committee Meeting Minutes

October 11, 2010

Page 5

Percentage Increase in Equalized Value graph

County Sales Tax Est Prepared 10/6/10

General Interest Earnings

Register of Deeds Fees

Register of Deeds Transfer Fees

Planning & Zoning Fees

County Share of Stumpage Sales

Clerk of Court Ordinance and Penalty Fees

Clerk of Court Fees

Jail Public Charges

Intergovernmental Charges for Jail

Schedule of Personnel Changes to Budget for 2011

Community Policing Deputy – extension

Retiree Health Insurance 1999-2011

Depts not meeting 5% reduction in non-personnel items

Ambulance Hospital Subsidies

Building & Grounds

Mining Impact

Human Service Center

Libraries

Independent Audit/OPEB Study under contract

Airport

Economic Development

Schedule of Major Capital Purchases greater than \$150,000.

Highway Department for construction - annual

Sheriff Department – vehicles/annual, phase 2 radio

Building & Grounds

Information Technology Services – annual

Forestry

History of General Fund

After Sheriff and Department on Aging money is removed, there will be 2 million in excess. Social Services returning over \$600,000 to general fund in 2010.

History of Uses of General Fund Balance

2008 to 2010 General Fund due to non budgetary increases and decreases due to variance between budget and actual at the close of each year.

Cushing stated that the committee needed to come up with a goal. He would like to see the increase reduced to 3% as our target. The consensus of the committee was a goal of a 3% tax levy increase.

District Attorney

Mike Bloom came before the committee with the District Attorney budget 2011.

Jack Young asked Bloom to tell the committee about the Juvenile Justice Program

Bloom explained that the Restorative Justice Program provides a number of different services. Victim Offender Conferencing which is designed to provide benefit to victims and benefit to the person who did the wrongful act. Youth Restitution Program which sets up community outlets. Healing Circles for Native American Youth. Youth Offender Accountability Program which provides restitution to victims. Youth Entitlement Program which provides information to young people about their feelings of entitlement. Victim Impact Panel for OWI offenses i.e. someone killed in an OWI accident or someone who has a relative that has substance abuse problems.

Bloom continued that the program is not necessary to run the District Attorney's office; however, it does provide legitimate services to the community. He continued that the amount in the budget is \$10,740; last year was \$12,500, which complies with the 5% reduction.

There was additional discussion regarding the Restorative Justice Program.

Motion by Young, second by Wolk to remove \$10,740 from line 521908. Motion carried; all ayes.

Motion by Cushing, second by Wolk to remove \$2798.00 from line item 342040 and transfer it to the general fund. Motion carried; all ayes.

Bloom explained that line item 461600, has been decreasing since 2009 from \$1500 down to \$250 for 2011. This money was collected by the District Attorney as fees for handling bad checks. The County now contracts with Financial Crime Services to take care of worthless checks. That means the revenue no longer comes into the District Attorney's budget.

Motion by Cushing second by Hintz to tentatively approve DA budget with noted changes and forward to the County Board. Motion carried; all ayes.

Social Services

Paul Spencer went over a handout of his 2011 Budget. Spencer noted that the total tax levy cuts are in Diversion Programs, Domestic Violence, Foster Care/Group Homes, and Residential Care Centers for a total of \$107,974.

Spencer explained that in 2001 the Department was \$552,000 in the hole. The department reevaluated itself in order to provide better services. He continued that the department hired two additional social workers to help keep out of home placements to a minimum. Quality of our social workers, service team approach has been the way to go. Provide services to clients and save the County money. The Department has been able to use our tools to keep kids out of out of home placements. Spencer told the committee that he recommends the committee should cut the department budget by another \$100,000 based on the numbers over the past few years.

Spencer added that his committee cut funding for the Family Resource Connection from the 2011 budget. Spencer concluded that he needs to keep money in his department for mandatory and statutory services before looking outside his department.

Motion by Hoffman, second by Hintz to cut \$50,000 from line item 521915 Contractual Services Non-CAN and \$50,000 from line item 581120 Direct Payment Youth Aides. Motion carried; all ayes.

Motion by Cushing, second by Hoffman to approve the Social Services budget as amended and forward to County Board. Motion carried; all ayes.

Caucus from 12:15 to 1:30pm

Building & Grounds

Curt Krouze presented the Building and Grounds summary budget for 2011.

Krouze told the committee that the Building and Grounds Committee approved \$40,000 to purchase a card reader system for the door system at the Courthouse. Employees will carry a card to enter the building after regular hours. Currently staff is coming through the doors with a key.

Potters told the committee that people come into the building to use exercise room after hours or on weekends. He continued that groups come in for meetings after hours, which could increase if the UW extension moves into the Courthouse.

To accomplish this outside of the budget process, Sorenson told the committee that a line item transfer for the funds would have to come to the Finance Committee, and if approved, would need to be approved by the County Board.

There was continued discussion regarding the card reader for the Courthouse.

Krouze told the Finance Committee that he did not meet the overall 5% cut in the budget due to taking on a new building. He continued that he is using historical numbers provided by Trig in order to estimate the cost of taking care of the new building. There is a possibility of saving money if it could be covered with current staff instead of continuing with an outside janitorial service, but that is unknown at this time.

Sorenson reminded the committee that during the 2009 Program Reduction hearings the department gave funds back to the General Fund. She continued that the department currently has two funds that are funded annually for major renovations and remodeling for the Courthouse. Some of the projects the County had were very expensive and needed to be budgeted for. Sorenson told the committee that the department has returned a lot of money back to the general fund during the past three years; \$45,000 in 2008, \$200,000 in 2009 and \$96,000 projected in 2010. These funds are from lapsing accounts. Sorenson suggested reducing each line item in the budget by \$500 for a total reduction of \$20,000.

Motion by Wolk, second by Hintz to reduce line item 699250 major renovation from \$25,000 to \$5,000 and line item 699265 old courthouse remodeling from \$25,000 to \$5,000. Motion carried; all ayes.

Motion by Hintz, second by Hoffman to forward the Building & Grounds budget as amended to the County Board. Motion carried; all ayes.

Treasurer

Initial budget submitted by Treasurer did not meet the mandatory 5% budget reduction. Since that time, the additional amount to make the 5% budget reduction was found.

Motion by Wolk, second by Hoffman to approve the Treasurers budget as presented with the 5% reduction for 2011 and forward to the County Board. Motion carried; all ayes.

Emergency Management

Kortenhof came before the committee with his 2011 budget. Handout regarding budgeting for hospital subsidies to employ EMTs. There is a cost savings as EMTs are not County employees. Kortenhof continued that he has a continuing appropriations account available to be used to balance his budget. Able to bank extra \$100,000 in revenue due to Rhinelander Police Department did not starting ambulance service until July 2010.

Motion by Hintz, second by Hoffman to approve the Emergency Management budget for 2011 as presented and forward it on to the County Board for further consideration.
Motion carried; all ayes.

County Board

Sorenson presented the budgets for County Board and Commissions and Committees. Legal services for Board of Adjustment. Publications and Legal notices have gone down quite a bit; mostly due to Zoning not having a lot of publications. Training and Conference Fees. Commissions and Committees has gone down. 2009 change in per diems were proposed. Most committees have reduced to one meeting per month. Mileage has no major difference for next year.

Reserve Funds

Sorenson addressed. Mandatory reserves: delinquent taxes will go up.

Central Postage Account

Sorenson addressed. Put a small amount in for serviced contracts and employee auto allowance.

Central Telephone

Sorenson told the committee there is no tax levy in this budget.

Central Duplication

Sorenson told the committee that this budget met the 5% reduction. Using less Xerox paper as ITS is supplying three whole paper. Departments pay ten cents per page to scan and email.

Finance Department

Sorenson told the committee she has a small non personnel budget. Central purchasing for checks has been moved to the Treasurers budget.

Independent Audit

Sorenson indicated that the County must have OPEB audit so the budget has increased.

Cost Allocation Plan

Sorenson told the committee that this is to determine the amount that can be submitted for reimbursement under certain grants and funding for cost of building space, lights, heat etc.

Central Purchasing

Sorenson explained that 25% of one of the employees in the Finance Department has to order, bill, and balance purchasing for the County.

Sundry General Government

Sorenson explained that this is the miscellaneous of miscellaneous. Left over money of the HRA plan as revenue.

Accrued Compensation Absences

Sorenson told the committee this is PTO liability/funding

Other supplies and expenses

Sorenson explained that this is a small account for tax items

Other interest

Sorenson explained this is used when contracts are not settled timely. It is small as contracts were settled on time.

Suppression

Zero

HSC

Sorenson explained that this is the carry forward of the study. No request for 2011.

Regional Reference Libraries

Requesting \$7,600 from tax levy.

Economic Development

Sorenson explained this is a separate budget, however is at zero percent increase not 5% reduction

NCWRPC

Met 5% decrease. Not paying the same as other Counties.

General Fund Transfers In

Sorenson explained this is a Transfer Account.

General Revenues

General Property Taxes
Forest Crop Land
Managed Forest Crop Land
County sales tax down 6%
Sales tax retained by County
Interest and Penalty on Delinquent Taxes

Shared Revenues

Sorenson said this will be tremendously cut during next budget.

Conservation Aides

Sorenson explained that the County is making some payments to the DNR. Payments in lieu of taxes.

Interest Earned

Changed to 325,000. Still thinking we may get 350,000.

Sale of County Land

One piece was sold for a profit of \$50,000.

Fund Balance to General Fund

Storage building, Phase II and Medical Examiner Vehicle

Vacancy Reduction

Set at \$250,000 for 2011.

Contingency fund operating transfer

Health Insurance increase is kept in this fund. Then transfer out to each department once rates are determined.

Motion by Cushing, second by Hoffman to approve the budgets for County Board, Commissions and Committees, Central Postage, Central Telephone, Central Duplicating, Finance Department, Independent Audit, Cost Allocation Plan, Central Purchasing, Sundry General Government, Regional Reference Libraries, North Central Regional Planning, and Reserve for Contingency as presented by Sorenson and forward to the County Board. Motion carried; all ayes.

Sheriff

John Sweeney presented the 2011 Sheriff Department Budget. Sweeney stated that Sheriff Hoffman has always tried to budget realistically and have continued to do so today, recognizing the economic turn down. Continue to provide services to community and keep costs down. Drunk driving law changes and we will see some impacts in our department. 2011 budget reflects 5% decrease. Keep in mind we have multi year contracts in place with several vendors and have had to cut other areas to comply with the increase in these contract. Continue to house state inmates in 2011, however there are no guarantees especially with a new governor. We never built the jail with the intent to house state inmates, but it is working well.

2011 budget money for risk management issues. Continue to work jointly with Marathon County and FBI for bomb issues. Continue to have high need for recreational law enforcement services. Department has same deputy count for summer and winter, with a large influx of visitors during the summer months. Sweeney continued that the Dive Team has his commitment and ask you to continue to support the team. Budget reflects no increase in federal dollar drug enforcement. A lot of dangers of illegal and prescription drugs continue to address these issues with the budget in mind. Phase II of Radio Project, estimated a cost of over a million dollar. The Department did receive a \$250,000 grant to accomplish this project and will only require \$215,000 County dollars instead of the projected million dollars to accomplish this task.

Sweeney continued that storage needs for the department need to be addressed. The 2011 budget contains \$900,000 for a long term storage solution for the future. He stated that he wanted to thank all the elected officials and employees. Sweeney stated that we ask our people to do more with less every year.

Sweeney went over the summary of Sheriff Department budget packet. He stated that there are signs that the economy is improving. Sheriff Sales will decrease; some of the civil process will decrease. Revenue has gone up as the department is housing prisoners instead of moving them and housing them elsewhere. Exploring an impound fee as a revenue generator. Budget comparisons from 2008 to 2011 were reviewed. Schedule of fees are attached as permissible by law. Phase II Radio Project: not included in the budget, which made us eligible to receive \$450,000 from Senator Kohl's Office. We cut \$80,000 for the budget which is our 5% decrease as requested.

Young asked where Minocqua was in the budget paperwork.

Sweeney indicated it is on page 224, under Grants to Minocqua. Sweeney gave the history: many years ago, the County asked the Town of Minocqua to assist with 911 and emergency calls. Redundancy in services. The Department is within days of having Vilas County as our backup for dispatching. We currently pay \$35,700 to aid the County with dispatching services during an emergency.

Young stated that if everybody else has been asked to reduce by 5%; Town of Minocqua Chair Handrick should also reduce his payment by 5%.

Jeff Hoffman stated that he thought that was fair. He continued that if we tweak too much Minocqua may eliminate the third shift and the County would have to take over the dispatching. The Sheriff stated that he didn't know if it could be done with current staff.

There was additional discussion regarding dispatching services for Oneida County.

Cushing asked the Sheriff is he could you find another \$10,000 cut in his budget.

Hoffman stated that if the County is asking, he will do it.

Motion by Cushing second by Wolk to accept the Sheriff's Budget with an additional \$10,000 reduction, to include a reduction of \$1785 from Grants to Minocqua line item 581203, with the resulting budget being forwarded on to the County Board. Motion carried; all ayes.

Family Resource Connection

Deb Blackstone came before the committee with a request for funding for the Family Resource Connection.

Cushing asked Blackstone to recap what she brought to the Finance Committee.

Blackstone explained that family visiting has become a very important service. Asking the County Board to be committed to the service and \$28,500 for 2011 which reflects the 5% decrease from 2010. Handed out an article regarding Preventing Crime by breaking the cycle of child abuse. Family Visiting Programs are essential in breaking this cycle. By doing preventative services it is saving money in the long run. Three dollar savings for every dollar spent. The longer we wait the more expensive it will become. It costs \$10,000 a year to keep a child in a special education program in the Rhinelander District. Home visiting is at a cost of \$1500/year. For the last five years we have been funded by money left over or returned by the Social Services Department.

Cushing explained that earlier in the day, the committee set a goal to reduce the levy increase from 7.1% to 3%. We are trying to cut \$620,000 we are still short at this point. Had to bite the bullet on Resorative Justice this morning. May have to on this one too. Have Social Services and Human Service Center, it's a question of how much can we afford to do.

Additional discussion and comments from the committee.

Cushing stated that it is the consensus of the Committee not to fund the \$28,500. He continued that the item still has to come in front of the full County Board.

Medical Examiner

Budget has a 5% reduction as required. Vehicle purchase is included in this budget.

Sorenson stated that for criminal investigations in the Law Enforcement Department, they will drive their own autopsies to FonDu Lac per chain of custody. Still need a livery

service in Medical Examiners absence. Death investigation over 8 hours gets \$100 vs \$75 for less than 8 hours. Cost saving measure for Oneida County of \$5000 per year.

England told the committee she has been using a livery service out of Forest County as they are cheaper. She continued that the number of autopsies have been going up, and she has been using her personnel vehicle that she uses to transport her family.

Sorenson said the original request was for the money to come from the General Fund not on the levy. She recommended that the amount not come from the general fund as it is too small of an amount.

Cushing stated that the Highway Department has a 2001 van with 37,000 miles on it that they want to get rid of.

England indicated that she needs a large four wheel drive vehicle for this purpose. She got quotes on a Chevy Tahoe and a Ford Expedition for the Law Enforcement Committee to review. She continued that she needs to go down snowmobile trails or where ever the body is located, and needs a four wheel drive to do so.

Motion by Cushing, second by Hintz to remove the request to take money out of the general fund, placing the money into the regular budget and to wait until the end of the budget hearings to see where the budget numbers are before making a decision on the Medical Examiners Budget for 2011. Motion carried; all ayes.

Motion by Wolk, second by Cushing to adjourn. Motion carried; all ayes.

Meeting adjourned at 4:33 p.m.

Ted Cushing, Chairman

Lisa Charbarneau, Comm Secretary