

**Administration Committee
Administrator/County Board Size Subcommittee Meeting
Minutes
July 8, 2014**

Committee members present: Chair David Hintz, Ted Cushing, Tom Kelly, Alex Young, Lisa Charbarneau, Brian Desmond and Margie Sorenson.

Others present: Bill Freudenberg (District 4), Jonathan Anderson (Lakeland Times), and Dan Gleason (recording secretary).

Call to order: Chairman Hintz called the meeting to order at 9:30 a.m. in Committee Room # 1 of the Oneida County Courthouse noting the meeting had been properly noticed and posted, is in accordance with the Wisconsin Open Meeting Law, and is ADA accessible.

Approve agenda: Motion by Cushing, second by Kelly to approve the agenda. All ayes; motion carried.

Approve the minutes of the June 24, 2014 meeting: Motion by Kelly, second by Young to approve the minutes of the June 24, 2014 meeting. All ayes; motion carried.

County Administrator & County Board Size: Hintz discussed the drafting of a report or presentation that will have bullet points for each of the areas related to the administrator and the size of the county board. Hintz reviewed the areas related to the administrator discussed at the last meeting again noting that it would be difficult to change the size of the County Board other than at the time of the next census. Hintz stated he would like the package to include a conclusion and recommendation at the end. Hintz added although the duties, cost, and pros and cons are relatively straight forward, he questioned where the money for the cost of the administrator would come from. Hintz stated the levy limit restricts simply adding \$250,000 and would require that money would need to be cut from somewhere. Sorenson agreed noting that she estimated the levy limits would go up about \$90,000 this year, but there is about \$184,000 that was applied to the ambulance levy so there is some leeway. Hintz added that another concern was the justification of spending \$250,000 on an administrator when compared to the cost savings going forward. Young stated that he found a 2011 study of 100 American cities and one of its conclusions is when considering all of the variables, cities with a city management form of government are nearly 10 percent more efficient than cities without. Young added the study put together a model that divided governments into five levels of efficiency and moving up one level equated to a 15 percent operational cost savings.

Duties of Administrator: Hintz commented that he would like to begin the process of listing the major duties of an administrator and asked Desmond to help develop those for a draft package. Cushing noted that according to the state statute the administrator would appoint department heads subject to board conformation, removes at pleasure and there is no flexibility because it is a state statute. Hintz commented that may be part of the reason the County previously opted for an administrative coordinator. Cushing added in the study provided by Desmond, that group met biweekly for 6 months to

come up with a conclusion and this committee has not begun to scratch the surface of several of the areas. Hintz agreed adding if the board decides to move forward with an administrator, it will take a lot more work and they will continue to evaluate and develop the role. Desmond stated that it would likely be January of 2016 before an administrator would start and therefor have three and a half months before the new board would start. Kelly questioned if the qualifications would be included under the duties heading, but Hintz stated that the qualifications should be listed as a separate heading. Cushing noted that the statutes allow for the tailoring of the qualifications, so the county could setup its own criteria based upon the needs of the county. Freudenberg questioned Hintz if the committee is looking for specific qualifications or a person with broad background to cover a variety of things. Hintz stated in his opinion it would have to be comprehensive and cover a lot of things. Charbarneau commented that the committee should keep in consideration that some of the strengths as a county are employees that have indicated they may be looking at retirement dates in 2016. Cushing suggested after the August meeting adding an additional heading for the strengths and weakness of the county. Hintz asked Kelly to coordinate the qualifications such as education, experience etc.

Cost of Administrator: Hintz recalled his estimate for the cost of the administrator of about \$250,000.

Pros and Cons of Administrator: Hintz asked Young to continue help to develop the bullet points for the draft package. Hintz discussed concerns about putting dollar amounts on the benefits because of the difficulty to quantify the benefits. Young stated that looking at specific case studies of other counties, but are not going to directly translate necessarily. Young thought the study of 100 cities is fairly accurate and had a wide variety of cities broken down by variables to determine what the biggest difference was that lead to some being more efficient than others. Hintz agreed specific numbers would be difficult; however, it would still need to be demonstrated why the county should spend \$250,000. Cushing asked if they would push off addressing the projects that will fall be the wayside or projects on the horizon that should be addressed with the \$250,000 being used for an administrator. Young stated that if the county saves money and becomes more efficient through hiring an administrator, there will be money available for those projects. Hintz commented that because the county has been run with a tight budget over the years there is not much opportunity to cut or to stay within the levy limit making it difficult to find \$250,000. Freudenberg commented that he feels the public will want a breakdown of costs to understand the number and where the administrator and the administrative assistant sit as far salary and benefits. Hintz agreed and indicated it was a preliminary estimate that may be adjusted up or down if necessary and the difficulty will be explaining where the funds are coming from. Hintz stated they were not locked in to the words pros and cons. Cushing made the suggestion of features and benefits noting the feature and the resulting benefit. Young mentioned a tool that the UW Extension's Local Government Center has that allows you to compare revenues and expenditures of the counties of the state providing the ability to chart differences in revenues and spending. Young noted there were areas that Oneida County spent more and areas it spent less; however, there is no analysis behind the numbers. Young indicated this is an area where a professional administrator could dig deeper and figure out why, but that would be difficult to know until there is someone in the position.

Other Issues:

County Coordinator History— Hintz stated some people will say we tried it before and it didn't work.

Redistricting Update—Hintz commented that since redistricting would be at least 8 years away the difficulties of doing redistricting before the next census should be included.

Tax Levy Limit—Hintz commented to Cushing's point that if the number of supervisors is reduced by half, per diems will likely be raised and it might become like a half-time job possibly requiring salaries. Hintz stated that there is not the ability to simply add the \$250,000 to the levy limit.

Impact on Current Work Process: Desmond stated impacts are somewhat unknown, but there could be changes to the management of staff since the administrator would oversee the department heads, the budget process, contract negotiations, and long-term plans for buildings depending on the person and the ideas they have. Young added the skillsets of the administrator would dictate areas of greater involvement and the delegation of responsibility to other areas. Hintz commented on how the board and committees might act regarding the approval of invoices, how many committees you have, how those committees oversee a department. Young added the county board generally would be less involved in day-to-day operations and more focused on policy and strategy. Hintz recommended moving the impact on current issues under the other issues heading. Charbarneau agreed adding not only what are the strengths of the administrator, but the strengths of the department head reporting to that person as to what will be delegated or taken on. Hintz stated that in the report to the county board it would be indicated to have a significant impact on the current work processes and things would not stay the same, however, until we have an administrator it would be difficult to say exactly what the changes would be.

Size of County Board: Hintz recommended moving redistricting update under the size of the county board size heading. Sorenson discusses the effects on total per diems by consolidating committees and the reduction of 10 cents off the federal rate for mileage, noting mileage was probably a \$25,000 county wide savings including all employees. Young stated that if the goal is to save money, cutting the county board size would not be significant. Cushing commented the per diems are driven by the number of meetings required by whatever is happening within the county. Kelly commented that the county is geographically good sized and reducing the number of supervisors will not save \$250,000. Freudenberg asked if the August meeting date of the board was to decide to move forward with the process. Hintz answered the package that is being created will be presented to the board so the board can make the determination of whether or not to continue to move forward with the process.

Future meeting dates:

July 22, 2014 1:30 p.m.

August 5, 2014 9:30 a.m.

August 12, 2014 9:30 a.m.

Future agenda topics: Go over draft package of bullet points, invitations to Marathon/Mort McBain and Dodge Counties and to August 5, 2014 meeting

Public Comments: None

July 8, 2014

Adjournment: Motion to adjourn by Kelly, second by Young. All ayes; motion carried.



Handwritten signature of David Hintz in black ink, consisting of stylized initials and a long horizontal stroke.

David Hintz, Committee Chair



Handwritten signature of Dan Gleason in black ink, featuring a cursive style with a long horizontal stroke.

Dan Gleason, Recording Secretary