

**Administration Committee – Budget Hearings
October 7, 2015
Minutes**

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

Others present: Roger Luce (Economic Development), Lynn Grube (ITS), Denise Briggs (District Attorney), Bria Swartout, Carla Ortman, Dave Havel, Knute Farness, Maggie Hogan, Ron Ruppert and Sue Otis-via phone (Humane Society), Luann Brunette (Buildings & Grounds), Supervisor Billy Fried, Kris Ostermann and Tara Ostermann (Treasurer), Deb Shawl (Branch I), Kathy Belliveau (Branch I), Jeri Cooper, Ben Rich, Lisa Jolin, Brian Dutcher (Highway/Landfill), Kari Zambon, Krystal Westphal, Beth Whetstine (Tourism Council), Linda Conlon (Public Health), Larry Mathein (Medical Examiner), Lisa Charbarneau (Labor Relations), Karl Jennrich, Denise Hoppe, Jean Hansen (Planning & Zoning/Land Conservation), Margie Sorenson (Finance), and Kerri Ison (recording secretary).

Call to order and Chairperson's announcements:

- The meeting was called to order by Chairman Hintz at 8:30 a.m. in the County Board Room on the 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.
- Hintz noted if the Committee reaches the levy limit, the levy change will be an increase of approximately 2.35%. This is an incentive to keep the levy increase to a minimum.

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

Sorenson provided brief status update -- currently \$119,343 over the levy limit.

Economic Development: Luce presented budget worksheet and reviewed in detail. Luce discussed sale of ABX, possible taxes due and use for profit of sale. He also discussed the need for a city/county-owned business park. Hintz noted there have been some big successes over the last few years. Discussion followed regarding broadband and the decrease in the County's contribution. Motion by Cushing/Paszak to reduce the Economic Development fund request by \$3,050. Discussion followed. All ayes; motion carried.

ITS: Grube provided handout regarding average annual savings of the new phone system implementation and discussed in detail. Discussion followed. Grube proposed a change from Frontier to Charter for internet service, a savings of approximately \$8,424 with increased speed capacity. This savings is not in the ITS budget as it is dispersed out to departments, so the savings will be reflected in the central telephone budget. Grube referenced a comment from budget survey regarding printing too much. She is currently shopping for a simple indexing system for archiving documents, estimating a savings of \$5,000 in ITS supplies. Cost for such a program is \$6,650 and will come from major upgrades. Discussion followed. Grube provided list of continuing appropriation accounts. Mott suggested leaving the \$6,650 for major upgrades. Discussion followed regarding replacement of mclds in the squad cars. Motion by Jensen/Mott to reduce the ITS budget, including central telephone, by \$20,074 to be forwarded to County Board for consideration. All ayes; motion carried.

Discussion was held regarding the potential to replace funds in major upgrades and also the cost of software maintenance. Mott suggested that software maintenance agreements become its own line item. Sorenson requested a printout of cost comparisons over the past year of software maintenance costs. Lengthy discussion followed. Grube provided handout regarding software/hardware maintenance increases. Lengthy discussion followed regarding how to reduce or cover these costs.

District Attorney: Sorenson noted the District Attorney's office originally submitted a decreased budget – an additional \$750 is needed. She reminded the Committee that the DA's Office received \$79,000 in revenues for a case (one-time event). Briggs submitted decrease in the paper service line item. Motion by Cushing/Jensen to adjust the District Attorneys budget taking \$750 out of the paper service account and forward to County Board for consideration. All ayes; motion carried.

Other budgets (continued – taken as time permitted):

- **Finance Department:** Sorenson submitted decrease in the Finance Department's budget of \$143 from the central purchasing account. Motion by Cushing/Mott to adjust the Finance Department budget by \$143 and forward to County Board for consideration. All ayes; motion carried.
- **Independent audit:** Sorenson noted this was reduced from \$46,000 to \$40,000 as the actuarial study is done every other year.

- **Cost allocation plan:** Sorenson noted this budget was increased by \$100. This is for the indirect cost study, defined by federal government, which takes overhead and distributes it out to the departments (wages, buildings, ITS, lights, etc.) to come up with a billable rate to be used when charging for services and grant reimbursements. Discussion followed.

Motion by Hintz/Cushing to forward the independent audit and cost allocation plan budgets to the County Board for consideration. All ayes; motion carried.

- **Central Purchasing:** Purchases are charged back to departments. Motion by Cushing/Hintz to approve the central purchasing budget and forward to County Board for consideration. All ayes; motion carried.
- **Sundry General Government:** Budget is for accrued compensated absences (PTO lump sum payouts) and is not budgeted elsewhere. This budget was not decreased as it is a personnel expense. \$143,000 was used in 2014. Based on the actuarial study, the PTO liability is about 68% funded. Lengthy discussion followed. Other supplies/expenses line was reduced by \$50 and other interest by \$5. Motion by Jensen/Paszak to adjust the Sundry General Government budget by \$55 and forward to County Board for consideration. All ayes; motion carried.
- **Regional reference library:** Motion by Jensen/Mott to move the Regional Reference Library budget, as presented, on to County Board for consideration. All ayes; motion carried.
- **North Central Regional Planning Commission:** Sorenson noted NCRPC generally charges an equalized value rate however Oneida County receives an adjusted formula. Towns may use the service and be charged a portion of the expense. Sorenson received a letter notifying a reduction in rate from \$45,000 to \$44,000. Motion by Cushing/Paszak to forward the North Central Regional Planning Commission budget as presented and to County Board for consideration. All ayes; motion carried.
- **Reserve for contingency:** Sorenson reviewed reserve for contingency account (revenues) and suggested increasing the following: forest cropland/management land (yield/severance tax) (\$5,000); county sales tax (\$25,000); shared revenues (\$7,000); state aid conservation aids/payment in lieu of taxes (PILT) (\$20,000); PILT-exempt computers (\$2,000). Lengthy discussion followed regarding local department charges/indirect charges (landfill revenues).

Motion Jensen/Paszak to increase revenues by \$59,000 for the reserve for contingency account and forward to County Board for consideration. Discussion followed. All ayes; motion carried.

- **Reserve for contingency (con't):** Sorenson reviewed general fund applied (\$856,000 in CIP projects), cost allocation-vacancy/reduction and contingency fund. Discussion followed regarding health insurance changes.
- **Revolving Loan Fund:** No changes.
- **Debt service:** for Human Service Center debt. No changes.
- **Airport construction:** No tax levy.
- **Health Insurance Trust:** The trust is money left over from when self-funded and is restricted to be used on health insurance items. LRES has used to fund lump sum payouts for retirees. Sorenson suggested using some of fund balance to absorb huge jump in retiree health expenses due to increase in retirees.

Motion by Cushing/Paszak to approve the Revolving Loan, Debt Service, Airport Construction and Health Insurance Trust budgets and forward to County Board for consideration. All ayes; motion carried.

Humane Society: Roundtable introductions were held. Sorenson noted the Humane Society submitted an original budget with a 5% reduction. Motion by Mott/Paszak to approve funding for the Humane Society and forward to County Board for consideration. Discussion followed. Havel expressed appreciation of Board to continue funding of their organization. Discussion followed regarding increasing license fees. Jensen discussed future funding and revenues. All ayes; motion carried.

Buildings and Grounds: Sorenson noted the Department came in with a reduction of \$25,628. Buildings and Grounds also has a majority of the CIP projects and fund balances. Brunette provided handout listing additional \$13,635 in cuts and reviewed in detail. Discussion followed. Motion by Cushing/Mott to reduce the Buildings and Grounds by an additional \$13,635 as presented and forward to County Board as presented. All ayes; motion carried. Fried noted Brunette continues to look for efficiencies in all county buildings and is doing a great job. He also discussed storm water runoff fees and possible agreement with the City. Lengthy discussion followed. Lengthy discussion followed regarding reclassification of maintenance technician positions.

County Treasurer: Ostermann presented budget with 5% reduction as requested by reducing the postage and publications line items. Discussion followed. Motion by Cushing/Paszak to adjust the Treasurer's budget by \$1,353 and forward to County Board for consideration. All ayes; motion carried.

Circuit Court Branch I & II: Belliveau presented 5% reduction for Branch I: guardian ad litem (\$2,500), court appointed attorney (\$800) and telephone and fax (\$1,300). Shawl presented 5% reduction for Branch II: court appointed attorney (\$3,000), telephone (\$700), transcriptions (\$500) and central purchasing (\$200). Motion by Cushing/Hintz to adjust Branch I by \$4,600 and Branch II by \$4,400 and forward to County Board for consideration. All ayes; motion carried.

The Committee recessed for lunch at 11:39 a.m. and reconvened at 1:30 p.m.

Highway Department: Cooper provided history of tax levy for the Highway Department and continuing appropriation accounts. The Capital Improvement Program Committee acknowledged the need for additional road construction and recommended \$500,000 be put into the Highway budget. The Public Works Committee reduced the budget by \$30,000 for administration and \$20,000 general maintenance. Discussion followed regarding road maintenance. Sorenson noted the Highway Department budget has been excluded from 5% decrease due to the plan to increase road maintenance funds. Motion by Cushing/Paszak to accept the Highway budget and forward to County Board for approval. Discussion followed regarding safety programs and the worker's compensation rate increase. Discussion followed regarding continuing appropriation balances. All ayes; motion carried.

Landfill: Dutcher indicated a 20% decrease in recycling grant monies in 2016. The Public Works Committee requested \$50,000 of continuing appropriation funds be applied to revenue to reduce the levy. Sorenson deemed this unwise. Lengthy discussion followed. Budget overview discussion followed. Motion by Cushing/Hintz to accept the Solid Waste budget as presented, which includes the \$50,000 to reduce the levy, and forward to County Board for consideration. Discussion followed. All ayes; motion carried.

Tourism Council: Westphal provided copy of budget presentation and discussed how the Tourism Council plans to move forward in the future. The Council amended their original budget and is requesting same dollar allocated in the 2015 budget (\$100,000).

Zambon noted the allocation has remained the same for ten years and tourism revenue comes back six times greater to the communities than what goes out. Lengthy discussion followed. Motion by Mott/Cushing to accept Tourism budget (\$100,000) as requested and forward to County Board for consideration. Lengthy discussion followed regarding funding, marketing plan, new technology, etc. All ayes; motion carried.

Public Health: Conlon provided budget overview and reviewed in detail. Discussion followed regarding flu revenue and what drives it. A decrease of 5% (\$4,789 (chemistry/medical supply line item) was presented. Conlon discussed future plans for revenue and staffing levels. Discussion followed regarding potential revenue generating programs and the family planning grant. Motion by Mott/Paszak to reduce the Public Health Department budget by \$4,789 and forward to County Board for consideration. Discussion followed. All ayes; motion carried.

Medical Examiner: Mathein presented 5% decrease, cutting \$10,000 used to build up the capital equipment line item for the purchase of a new vehicle. Motion by Cushing/Mott to reduce the Medical Examiner budget by \$10,000 and forward to County Board for consideration. All ayes; motion carried.

ITS (continued): Sorenson spoke with Grube regarding software maintenance. A list was provided for review. Circled items will go away if all CIP projects are approved. It was noted the Sheriff's Department charges users of their system.

Labor Relations: Charbarneau submitted decrease of 5% LRES, reducing medical exams (\$664), telephone (\$325) and Employee benefits/other professional services (\$84). Motion by Jensen/Paszak to approve the changes to the LRES/Employee benefits budget totalling \$1,073 and forward to County Board for consideration. All ayes; motion carried. Discussion followed regarding MERP funding level; reduce allocation to MERP funding by \$43,350 by increasing employee paid deduction.

- Discussion followed regarding levy limits. Discussion followed regarding CIP lists and who will attend tomorrow's session.

Planning & Zoning: Jennrich submitted budget decrease for telephone (\$2,200) and MACY (\$2,000). He requested keeping auto allowance intact because of departmental duties. Discussion followed regarding permit fee increases. Motion by Jensen/Paszak

to reduce the Planning and Zoning by \$4,200 and forward to County Board for consideration. All ayes; motion carried.

Land Water Conservation: Hansen submitted decrease of 5%, reducing taxable meals (\$50), meals/lodging (\$400) and, training conference fee (\$200). Motion by Cushing/Jensen to adjust the Land Water Conservation budget by \$650 and forward to County Board for consideration. All ayes; motion carried.

Motion by Jensen/Mott to adjourn at 3:52 p.m. All ayes; motion carried.

Respectfully submitted,



Kerri Ison, Recording Secretary



David Hintz, Chair

