

**Administration Committee – Budget Hearings
October 8, 2015
Minutes**

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

Others present: Ken Klein (Library Board), Supervisor Alan VanRaalte, Lynn Feldman (UWEX), Supervisor Tom Rudolph, Lynn Probst and Tamra Feest (Human Service Center), Mike Romportl (Land Information), Luann Brunette (Buildings & Grounds), Sheriff Grady Hartmann, Dan Hess and Jill Butzlaff (Sheriff's Department), Lynn Grube (ITS) – via telephone, Margie Sorenson (Finance) and Kerri Ison (recording secretary).

Call to order: 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.

Approve agenda: Motion by Cushing/Mott to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried. Hintz recapped the past two days of activity and discussed levy limits.

Sorenson noted over the past two days the Committee has increased revenues \$441,835; decreased expenses \$416,736; rate increase 1.45%+. Budget is currently under levy limits by \$77,429.

Libraries: Roundtable introductions were held. Klein noted the Library Board and library directors worked hard on the budget. He discussed the state formula for reimbursements from other libraries, inter-library loan program and the request for services that are not revenue generating. Funding is governed by state statutes and Sorenson explained the calculation noting the county must only provide the three year average. Discussion followed on budget sheets provided by Klein. Discussion followed. Library Directors and Board members discussed reimbursements, changes to their individual budgets, foundations, and usage of their facilities. Supervisor VanRaalte believes the library fits in with public schools and job recruits consider airports and good schools/libraries when deciding whether to relocate. The library budget was decreased in 2011 by 1.8% and has been frozen since then. It was noted people use the library for wireless internet access daily as reliable internet is not available in the area. Foot traffic has also increased as technology has not replaced the need for a library. Statistics from the 2013 Annual Report were cited. Oneida County has approximately 30,000 registered borrowers (includes seasonal residents). Annual library visits were 257,000 with an average of 700 visits/per day. Circulation is over 400,000 which does not include electronic items. Motion by Mott/Cushing to keep the 2016 request at the same level as 2015 and consider additional

\$12,000 at a later time. Discussion followed. Committee encouraged the libraries to look at revenue enhancement. All ayes; motion carried.

UW-Extension: Feldman discussed the 2016 budget and submitted a 5% decrease as requested. This was done by eliminating the Summer Horticulture LTE position (\$2,083). All staff members are being trained to fill in those duties. Discussion followed regarding funding formula for professional services. Motion by Cushing/Paszak to reduce the UW-Extension budget by \$2,083 and forward to County Board for consideration. All ayes; motion carried.

Fair: Feldman noted there is a discrepancy on the bottom line of fair accounting with the Finance Department figures but it appears the carryover will be about the same as 2015. The 2016 budget request is based on 2015 figures as there are many unknowns at this time (donations, revenues, no carnival contract at this time). Feldman discussed potential changes for the upcoming year. Feldman questioned the 5% decrease and whether it should be made from the overall budget or just the county contribution to the budget. Discussion followed and it was agreed the decrease should be based on the county contribution. Discussion was also held regarding the pros and cons of charging gate admission. Motion by Cushing/Hintz to reduce the Fair budget by \$729 and forward to County Board for consideration. All ayes; motion carried.

Human Service Center: Lynn Probst and Tamra Feest were present to discuss the Human Service Center 2016 budget request. Feest gave a brief overview of services provided by the Human Service Center and discussed the 2016 budget handout provided. She noted staff is attempting to make changes gradually in anticipation of the implementation of Family Care. The 2016 budget request is an increase of \$191,499 from 2015; however, HSC does not plan to request additional funds from the three counties and, if needed, will take out of reserves. Discussion was held regarding the 5% decrease which is approximately \$54,000. It was noted that a 5% reduction would actually cause an overall reduction of approximately \$100,000 due to the three-county agreement (other counties would follow suit on reduction). Discussion followed. Motion by Cushing/Paszak to keep the budget the same in 2016 as in 2015 and forward to County Board for consideration. Lengthy discussion followed. Family Care was also discussed. All ayes; motion carried.

Land Information: Romportl submitted a 5% decrease as requested. Motion Cushing/Paszak to reduce the Land Information tax deed budget by \$260 and forward to County Board for consideration. All ayes; motion carried. Motion by Cushing/Paszak to reduce the Land Information office budget by \$1,164 and forward to County Board for consideration. All ayes; motion carried. Software maintenance and upgrades are paid for through fees which are legally restricted for that purpose.

Discussion followed regarding levy limits, sales tax revenue, suggested changes listed as unwise.

Other budgets - Veterans Service Office: Walters is at a conference this week and requested attendance at the 10/12/15 Administration Committee meeting if needed. Walter's requested in writing that the Veterans Service budget not be reduced. Discussion followed. Sorenson noted the Veterans Service grant, that can be used to offset Walters' salary, used to be \$10,000 but has now been reduced to \$5,000. There is an additional \$5,000 grant for transportation, etc. that can be applied for, but generally funds cannot be supplanted in place of tax levy dollars. Discussion followed. Motion by Jensen/Cushing to accept the Veterans Service budget as presented and forward to County Board for consideration. All ayes; motion carried.

Capital Improvement Program:

- Sorenson discussed using \$75,000 in tax levy to purchase servers included in the CIP recommendation or replace the mcids in the squad cars. Lengthy discussion followed. Grube (via telephone) noted the Crime Information Bureau will no longer support XP past 01/01/16. Fifteen of the 50 mcids units have XP. Perhaps the operating system can be updated on some of the units and not need replacement -- perhaps not all vehicles need a unit. The price per unit with docking station is \$4,367 which doesn't include software. She estimated cost for the project to be \$50,000. Discussion followed.
- Grube (via telephone) noted the Courthouse current has public wireless access points. This project would add a private network to be used for employees for work. This is an addition and not a necessity.
- Hartman indicated the Phase III radio project (radio project originally began eight years ago), is to replace the portable radios worn by staff. The shelf life on portable radios has been met. Hess shared quotes on radios and noted they are generally replaced every eight years; however they are not failing at this time. Project is to replace 53 radios at an approximate cost of \$160,500. Lengthy discussion followed regarding need, general fund balance, etc.
- Brunette noted the County Clerk office expansion (\$16,000) will be funded in the 2016 budget through the minor renovation account. The repair of the Courthouse Door #2 entry way will be completed as soon as possible using a department fund balance. Discussion followed regarding UWEX renovation.
- Discussion was held regarding borrowing for projects instead of using the general fund.

Motion by Jensen/Paszak to adjust mobile computers in squads from \$14,330 to \$50,000 to be applied to the 2016 CIP (general fund). All ayes; motion carried. Phase III radio project will progress to "A" rating for the 2017 CIP.

Discussion followed regarding general fund balance and bonding/borrowing versus spending down general fund excess. Sorenson noted bonding must be used for listed projects,

repayment must be shorter than the life of what is purchased and remaining funds must be used for debt repayment.

Ted Cushing excused at 11:49 a.m.

Sorenson reviewed the list of changes in detail made over the course of the budget hearings.

- Discussion followed regarding the 2016 library allocation. Motion by Mott/Paszak to increase the library budget by \$6,000. Lengthy discussion followed. All ayes; motion carried. Jensen noted the libraries need to look at increases to revenues.
- Levy rate: 1.74%. Rate: 1.34%. Increase to levy: \$269,431 which computes to \$0.03/1,000 equalized value (\$3.00 on a 100,000 home).

Motion by Jensen/Hintz to approve the tax levy at \$15,769,249 as presented and forward to County Board for consideration. All ayes; motion carried.

Adjournment: Motion by Mott/Paszak to adjourn at 12:24 p.m.

Respectfully submitted,



Kerri Ison, Recording Secretary



David Hintz, Chair