

**Administration Committee/budget hearings
September 10, 2016
Minutes**

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

Others present: Margie Sorenson and Darcy Smith (Finance); Karl Jennrich (Planning & Zoning); Kris Ostermann (Treasurer); Marie Thompson (ITS); Ken Korten Hof (Emergency Management); Sheriff Grady Hartman, Dan Hess and Jill Butzlaff (Sheriff's Department); Diane Jacobson and Maria Cox (Department on Aging); Mary Rideout and Angela Beauchaine (Social Services); Kathy Belliveau and Judge O'Melia (Branch I); Amy Franzen (Register of Probate); Jennifer Allen and Judge Bloom (Branch II); Lisa Charbarneau (LRES); Joe Brauer and Bob Heck (Airport); Lynn Feldman, Tom Pederson and Nancy Gehrig (Fair/UWEX); Luann Brunette (Buildings & Grounds); Daleth Mountjoy (media), and Kerri Ison (recording secretary).

Call to order and Chairperson's announcements: Chairman David Hintz called the meeting to order at 8:30 a.m. in the County Board Room, second floor of the Oneida County Courthouse. The meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible.

Chairman Hintz noted the goal of the budget hearings is to prepare a draft budget for publishing and submit to the County Board for action in November. Hintz reviewed the process and directives for the day.

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.

Approve minutes: Motion by Jensen/Cushing to approve the minutes of 9/13/16 as presented. All ayes; motion carried.

Request for additional LTE hours: Karl Jennrich, Planning and Zoning, submitted request for an additional 250 LTE hours for the Minocqua Office. The department has been extremely busy and has already exhausted the allotment for 2016. Funds will come from the Planning and Zoning budget due to increased revenues. Motion by Cushing/Mott to approve the additional LTE hours as presented by Planning and Zoning. All ayes; motion carried.

Resolution-Designating Public Depositories: Ostermann noted any financial institution the County does business with, must be listed on this annual resolution. She reviewed additions/deletions/name changes. Motion by Cushing/Jensen to approve the resolution designating public depositories and forward to the County Board for consideration as a consent agenda item. All ayes; motion carried.

Resolution-Designating Investment Authority: Motion by Jensen/Cushing to approve the resolution designating investment authority and forward to the County Board for consideration as a consent agenda item. Discussion followed. All ayes; motion carried.

Vouchers, reports, purchase orders, line item transfers, updates:

Treasurer: Motion by Jensen/Cushing to approve the County Treasurer's vouchers as presented. All ayes; motion carried.

County Clerk: Motion by Jensen/Hintz to approve the County Clerk's vouchers and blanket purchase orders as presented. All ayes; motion carried.

ITS: Motion by Cushing/Mott to approve ITS vouchers and bills as presented. Discussion followed. All ayes; motion carried.

Finance: Motion by Fried/Jensen to approve the vouchers and purchase orders from Finance as presented. All ayes; motion carried.

2017 Budget Preview:

- Sorenson reviewed 2016 estimated revenues and expenditures.
- Allowable levy: \$16,221,217 putting the County \$149,277 over the levy limits. This does not include \$250,000 applied from general fund or health insurance increases.
- There is \$100,000 in contingency for wage increases. CPI is listed at .73. Step increases and red circled employees' increase were discussed.
- Health insurance renewal for current plan with current carried increased 13.5%. This is an increase of \$450,000. LRES Committee met last week and directed staff to get increase down to 7% at a cost of \$259,000. Sorenson noted the ACA limits cost to employees at 14%, to be affordable.
- Sorenson reviewed preliminary changes to the gross levy for 2017, net new construction, percentage of change in equalized value, county sales tax, general interest earnings, department fees, stumpage sales and jail fees.
- Sorenson reviewed personnel changes. Discussion followed regarding additional forester position being partially funded by stumpage revenues.
- Sorenson discussed retiree health insurance and trends.
- Capital improvement projects graded as A-BC are included in the 2017 budget. Discussion followed.
- Sorenson reviewed the history of the general fund, uses of the general fund, significant increases/decreases to the general fund, fund balances and continuing appropriation accounts.

Break at 10:05 a.m. Reconvened at 10:15 a.m.

Sorenson presented a list of budget changes for discussion: general fund applied - \$250,000; health insurance increase - \$259,000; increase in County sales tax - \$75,000; reduction in Social Services expense - \$65,711; increase Register of Deeds fees - \$25,000; additional Forestry position - \$30,159; correction to Buildings and Grounds capital improvement project \$35,000; increase for Highway Safety program - \$1,900; corrections to LEC equipment repair - \$10,000; LEC gas correction - \$23,680; and LEC electric correction - \$14,375. Proposed changes will result in a 2.79% increase in the levy (1.88% is for ambulance). If the above changes are made, the hearings will start at approximately \$24,000 under the levy limits. Discussion followed. Motion by Cushing/Hintz to make the changes as discussed. All ayes; motion carried.

Emergency Management: Korten Hof submitted emergency management budget noting an increase in the ambulance budget due to addition to service in the Sugar Camp/Three Lakes area. The increase in costs will be charged back to the towns contracting with Oneida County for ambulance service. Staffing of the 10 ambulances continues to be an issue as there is a shortage of paramedics statewide and there are no local classes. The hospital hires ambulance staff through a contract with Oneida County and the hospital is already working with the City. The estimated increased cost for the Sugar Camp/Three Lakes expansion is \$295,821 for 2017. Korten Hof provided five-year projections for hospital subsidies and ambulance replacement

schedule. Discussion followed. Sorenson noted the ambulance is excluded from the levy limits for the County, but not for towns. Motion by Jensen/Cushing to accept the Emergency Management 2017 proposed budget and forward to County Board for consideration. Discussion followed regarding carry forward accounts. All ayes; motion carried.

Sheriff's Department: Sheriff Hartman discussed contracting with Nicolet College to add GED programming for state inmates to be covered out of prisoner revenue (\$10,000). If state prisoners are no longer housed here, the GED program will end. Discussion followed. Operating budget is less than a zero increase by \$1,000 (does not include the GED program). Prisoner revenue is increased to cover estimated increased costs. Motion by Cushing/Hintz to accept the Sheriff's proposed budget as presented and forward to County Board. All ayes; motion carried.

Department on Aging: Jacobson provided budget summary for review, noting less than 20% of the DOA total budget comes from tax levy. She also reviewed how funds are allocated. Discussion followed regarding the Transit Commission and that transportation is the number one need for elders. Discussion followed regarding the ARDC and how they may transition to employing their own workers. This could impact the DOA budget by \$34,000 as a portion of wages come back to DOA. Discussion followed regarding grants and continuation of programs. Motion by Jensen/Mott to accept the Department on Aging budget and forward to County Board. Discussion followed regarding charging for indirect costs, meals, etc. All ayes; motion carried.

Lengthy discussion followed regarding levy limits and asking departments for savings that could be applied to other things.

Social Services: Rideout provided budget summary highlighting biggest areas. She discussed Family Care (long term support programs for aging and disabled clients). Once implemented, \$3 million will leave the Social Services budget as clients are transitioned to a managed care organization (MCO). Staff will be reduced but may be picked up by the MCO. Implementation must begin in 2017, but it will have a much larger impact in 2018. She noted that 50% of the department's caseload is due to children that have parental drug addictions. The 2017 budget increase is \$65,711 to keep full staff until end of 2017. To meet a zero percent increase, Rideout will reduce staff earlier due to implementation of Family Care. Discussion followed. Per state statute, counties are required to pay for Family Care annually. Current estimate is \$408,000 for 2017-2018 and should come through the Human Service Center. It is currently not included in the budget. Discussion followed. Sorenson reminded committee members that the Social Services Department's tax levy was reduced \$250,000 in 2016 and allocated to the Highway Department for road construction. This amount will need to be allocated back to Social Services for Family Care costs. Discussion continued. Motion by Jensen/Hintz to accept the Social Services budget with a zero percent increase and forward to County Board for consideration. All ayes; motion carried.

Recessed for lunch at 12:00 p.m. Reconvened at 1:15 p.m.

Circuit Court Branch I & II: Discussion was held regarding medical services, court appointed attorney and family court commissioner expenses. Motion by Cushing/Jensen to accept the budgets for Circuit Court Branch I & II and forward to County Board. Discussion followed. All ayes; motion carried. Included in the budget is \$11,000 of LTE wages for the Register in Probate Office for scanning services; no additional equipment is needed. Judge Bloom introduced his new assistant Jennifer Allen.

LRES: Discussion was held regarding employee fees, printing and duplication expenses. Motion by Jensen/Cushing to recommend acceptance of the LRES budget and forward to County Board for review and consideration. Discussion followed. All ayes; motion carried.

Other budgets:

- County Board: Discussion was held regarding legal services for Board of Adjustment and salary for County Board Chair. Motion by Jensen/Cushing to accept the County Board budget as presented and forward to County Board for review. All ayes; motion carried.
- Motion by Cushing/Mott to accept the general fund, central postage central purchasing, central telephone, central duplication and Finance Department's budgets as presented and forward to County Board for review. Discussion followed regarding PTO lump sum payouts. All ayes; motion carried.

Airport: Heck provided background on the Airport since its inception in 1975. The facility has provided excellent service over the years with over one million boardings. Sky West/Delta will provide services through February 2019 and offers 30 minutes flights to Minneapolis, giving access to 500 US cities. Brauer indicated the budget request is the same as 2016. Discussion followed regarding services, shortage of pilots, potential loss of UWEX rent and re-leasing of that space. Brauer noted there is an engineering study scheduled for the facility. Motion by Jensen/Cushing to accept the Airport budget as presented and forward to County Board for review. All ayes; motion carried.

Fair: Feldman reviewed the proposed budget noting an increase. The Fair currently employs a fair coordinator and two LTEs (secretary and treasurer). The current County contribution of \$13,507 does not cover these employee expenses, liability insurance costs for the Fair Coordinator or any operating expenses for the event. The increase would be used to fund these positions so that all funds raised would be used to run the event. Pederson noted the Fair is working to secure 501(c)3 status. Lengthy discussion followed regarding charging \$1 admission for adults to help raise funds, other revenue sources, efforts to make the fair sustainable and viability of agreement with the City for better electrical infrastructure. Motion by Mott/Jensen to approve \$16,000 for the fair to spend how they desire. Discussion followed. Winkler urged to fund at full request. Fried feels county funding should be decreasing. Mott noted the Fair is a social event for the community, but there have been movements in the right direction to become more self-sufficient. Gehring noted the monetary donations were \$11,000 and over \$16,000 in in-kind services/goods. All ayes; motion carried.

UW-Extension: Feldman noted the increase in professional services is due to being at full staff after a few years of vacancies and wage increases for staff. There was also a \$20,000 error in 2016 budget which has now been corrected. The actual proposed budget is about \$22 below the 2016 request. Discussion followed regarding UWEX restructure. Fried voiced concern over office relocation, restructure and what is happening now. He suggested not renewing the UWEX contract until issues are resolved. Mott felt an assurance was given that services would not be interrupted. He agrees there are problems but services are still being delivered. Jensen noted by approving this budget, it will cast the County through 12/31/17; however the County should know what the new contracts for 7/1/17 (due to restructuring) will be. He believes relocation is a separate issue and Cushing agreed. Hintz noted the UWEX budget may need to be revisited following the Buildings and Grounds budget presentation on 10/11/16. Motion by Jensen/Cushing to accept the UWEX budget with a reduction in the fair request (\$5,135) and

move to County Board for consideration. Discussion followed. Feldman noted there is a plan to keep status quo regarding office environment issues until which time a decision can be made. She noted the State has pledged \$1,500 for a first step engineering study. Ayes-four; nay-one. Motion carried.

Planning & Zoning: Discussion followed regarding worker's compensation, telephone, auto allowance. Motion by Jensen/Mott to accept the Planning and Zoning budget and forward to County Board. Jennrich highlighted the increase in revenues. All ayes; motion carried.

Land Conservation: Motion by Cushing/Mott to approve the Land Conservation budget and forward to County board for consideration. All ayes; motion carried.

County Treasurer: Motion by Cushing/Jensen to approve the Treasurers budget and forward to County Board for consideration. All ayes; motion carried.

Economic Development: Luce noted OCEDC is struggling to meet revenues in private firm contributions. It is planned to transfer \$10,000 out of NEWDC to OCEDC and \$6,000 from cash revenues to cover a running a deficit. He noted OCEDC provides professional services for managing the CBDG revolving loan fund but cannot take any administration fee without outstanding loans per federal regulations. Discussion followed regarding marketing, Grow North and Expera. Motion by Jensen/Cushing to approve the Economic Development budget and forward to County Board for approval. All ayes; motion carried.

Current budget status as the end of day: \$29,974 under the levy limits.

Adjournment: Motion by Cushing/Jensen to adjourn at 4:13 p.m.

Respectfully submitted,

Kerri Ison

Kerri Ison, Recording Secretary

David Hintz, Chair